



STUDENT & FAMILY HANDBOOK
EARLY | PRIMARY | MIDDLE 2023-2024

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HEAD OF SCHOOL MESSAGE

Dear Parents and Students,

Welcome to Creation Village World School - our goal is to create exceptional opportunities for life!

What an incredible time as we begin this new school year. Our team is excited to deepen our relationship with your family as we work together to grow holistically this year. Part of our commitment to working together is to provide information on how we operate our school as well as our approach to your child's education.

This handbook serves that purpose by describing our programs, schedules, procedures, guidelines, rules, and opportunities for parent involvement. All of which is organized around the areas of our holistic program that focuses on developing students in mind, body, and spirit.

As you review the handbook, should you have any additional questions, please feel free to contact our team directly at 407.900.7708 or family@creationvillage.com and we will gladly work with you.

We are thrilled that your family is part of Creation Village World School! Our team looks forward to working together through Christian-based experiential learning.

Blessings,

A handwritten signature in black ink, appearing to read 'Derek Cummings', with a long horizontal flourish extending to the right.

Derek Cummings
Head of School

GENERAL PHILOSOPHY AND PURPOSE

Vision

To be the global demonstration for Christian whole child education

Mission Statement

To fulfill each learner's God-created identity by developing inquiring, knowledgeable, and caring young people who love God, pursue excellence, live healthy, and serve others. We live our mission daily through the CREATION Health philosophy and the International Baccalaureate programme.

CREATION Health

CREATION is a holistic approach to living life to the fullest potential based on proven principles which allow a longer healthier life as described by the Blue Zones and National Geographic. These principles provide your child with the foundation to live healthy active lives and form the basis for our developmental approach.

- **CHOICE**—How to make the right choices is key to your child's development. Our education team works with your child, teaching them a value-based decision-making framework.
- **REST**—Children require an adequate amount of rest in order for their body and mind to develop fully. A key component of your child's day includes focused time for mental and spiritual through relaxation, meditation, and prayer.
- **ENVIRONMENT**—Your child is strongly shaped by their environment. That is why our classrooms are like a home; friendly, inviting, and personal, creating a space that fosters learning.
- **ACTIVITY**—Your child loves to move and what better way than in nature. Our natural playscape provides an active learning palette through which your child can explore and grow.
- **TRUST**—Learning requires trust. Our educators create a safe environment where your child is encouraged to inquire, discover, and create.
- **INTERPERSONAL RELATIONSHIPS**—Learning how to make connections and love friends is core to a child's future. Our team works with your child on how to live, learn, and grow socially.
- **OUTLOOK**—The way your child views the world is remarkable and unique. Our educators literally get on their level to help shape and grow their worldview together.
- **NUTRITION**—Eating right fuels your child's development. Our meals are nutritious, emphasizing natural vegetarian foods prepared in our Kitchen and enjoyed family style in our classroom.

International Baccalaureate

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate, and focus the work of schools and teachers, uniting them in a common purpose. The learner profile describes a list of attributes that promote academic rigor and the establishing of a personal value system leading to international mindedness.

**How does an IB school develop international mindedness within its community of learners?
Through the learner profile and attitudes:**

- **Inquirers:** We nurture our curiosity developing the skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
- **Knowledgeable:** We develop and use conceptual understanding exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- **Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- **Principled:** We act with integrity and honesty with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
- **Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
- **Caring:** We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
- **Risk-takers:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- **Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- **Balanced:** We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- **Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses to support our learning and personal development.

SCRIPTURE FOCUS

Luke 10:27: Love the Lord your God with all your passion and prayer and muscle and intelligence, and love everyone as well as you do yourself.

HONOR CODE

Each student is a unique child of God who acts based on these fundamental beliefs:

- Treat others with love and respect
- Speak the truth in love
- Own your words and actions

GENERAL INFORMATION AND POLICIES

1.1 ADMISSIONS AND ENROLLMENT

Enrollment into Creation Village World School begins the families and students annual education journey.

New Student Application and Enrollment

The first step in enrollment is for families to complete the application and pay the application fee. Once complete eligibility for enrollment is based on Creation Village World School's student and family interview, student testing, review of student records, and recommendation from current teacher. Once a decision is made for enrollment the family will be notified in writing and if the student(s) is accepted they will be considered enrolled.

If your child meets our admission requirements but we do not have space in the grade, your child will be placed in a wait pool. The school will select applicants as space becomes available.

As a private school, Creation Village World School is able to accept students based on readiness and not specifically for age. However, it is important that our families are aware of Florida law in regards to public school eligibility:

- Florida law (Section 1003.21(1)(a)2, Florida Statutes) specifies that children who have attained the age of five years on or before September 1 of the school year are eligible for admission to public kindergarten during that school year based on rules prescribed by the school board. Students are eligible for kindergarten attendance provided they meet the age requirement.
- Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.
- Florida law specifies that all children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year are required to attend school regularly during the entire school term. (Section 1003.21(1)(a)1, Florida Statutes). Although Florida law does not provide a specific age requirement for enrollment to public first grade, the provisions of Florida law related to kindergarten admission and student progression dictate that first grade enrollment be limited to (1) students who turn six years old on or before September 1 who have successfully completed kindergarten; and (2) out-of-state students who turn six years old after September 1 who meet the age requirement for public kindergarten admission from the transferring state, and who have successfully completed kindergarten.

Reenrollment

Current families may reenroll current students beginning in November during express reenrollment. Details of procedures, dates, fees, and tuition rates for the next academic year are posted to the school website in December. If there are issues about grade placement, the Head of School, in consultation with the students' parents and teachers, will determine what is in the best interest of the student.

Required Forms/Records

To ensure that the school complies with all necessary state regulations and to maintain pertinent information about all students entrusted to its care, the following guidelines must be observed:

1. The following forms are required to be on file for all students:
 - a. Application
 - b. Student Enrollment Agreement
 - c. Copy of Birth Certificate
 - d. Physical Examination Form (Florida Department of Health's form 3040; or another state's equivalent)
 - e. Immunization Record (Florida Department of Health's form 680)
 - f. Student records (See #2 below)
2. The school will coordinate the transfer of student records from schools attended previously by newly enrolled students. Should parental permission be required, the parents will be contacted to sign a release.
3. The records are kept in a fire-resistant file and will be kept confidential.

Withdrawal of a Student

A student's departure from Creation Village World School is considered a withdrawal when the Head of School or Dean of Faculty sign the completed School Withdrawal form which the parents turned into the School Coordinator.

School Initiated Withdrawal of a Student

The school seeks to build a strong sense of community with families who are like-minded in its goals and objectives, and to maintain a student base that follows both its academic and behavioral standards. In order to accomplish this, the school reserves the right to rescind an invitation to a student to return to the school for the upcoming academic year. In the event that the school decides to rescind an invitation to return after the re-enrollment process has been completed, previously-paid fees for the upcoming year will be refunded accordingly.

Parent Initiated Withdrawal of a Student

The procedure for withdrawal by a parent requires that the parent:

1. Notify the Learning Community Leader of their intent in writing.
2. Set up an exit interview with the Head of School.
3. Sign a Request for Withdrawal Form, acknowledging their understanding of their financial obligation to pay the full year's tuition.
4. Turn in all textbooks, athletic uniforms, and any other items belonging to the school.

Financial Obligations following Withdrawal

If a family notifies the Dean of School of their intent to withdraw a student at any time, the family is liable for all tuition except in the following circumstances:

1. The student's family is required by a third-party employer to move beyond a 25-mile radius from the school.
2. The student's primary financially responsible parent becomes unemployed by a third-party employer.

If one of the above circumstances applies, any over-paid tuition (calculated on a pro-rated basis) will be refunded. The student’s records will not be released to the parent or another school until the parents have fulfilled their financial responsibility to the school.

1.2 TUITION RESPONSIBILITY

Tuition pays toward the cost of instruction at Creation Village World School. When a child is enrolled at CVWS, the school makes a substantial financial commitment (facilities, texts, faculty, vendors, etc.) towards that student’s education for the school year. Accordingly, we require the same level of commitment from our enrolled families in regard to tuition. When a child is enrolled, the family agrees to:

- The tuition schedule for the academic year.
- Support the policies of the school and to pay the required charges for tuition and fees as indicated herein when due.
- Agree to all policies and requirements of the tuition agreement outlined below

1.3 TUITION AND FEES

Program	Period	Description
Early Years: Preschool through Prekindergarten	\$285 weekly	10-month Program M to F: 8:00-4:00pm
Primary Years: Kindergarten through 5th Grade	\$10,250 school year	10-month Program M to F: 8:30-3:30pm
Middle Years: 6th to 9th Grade	\$11,250 school year	10-month Program M to F: 8:30-3:30pm
Before & After School: Early Years	\$3,000 school year	7:00 to 8:00am Before School 3:30 to 6:00pm After School
Before & After School: Kindergarten through 9th Grade	\$100 weekly	7:00 to 8:00am Before School 4:00 to 6:00pm After School
Nutrition Bundle Kindergarten through 9th Grade	\$900 school year	10-month Program for lunch and snack provided by the school

Fee	Charge	Description
Enrollment	\$275 \$525 \$775	Early Years Programme Primary Years Programme Middle Years Programme
TADS Installment Plan Fees	\$40 for 1 \$55 for 4 or 10	Installment plan fee
Processing Fees	Brightwheel: <ul style="list-style-type: none"> • \$0.40 for ACH • 2.3% for card TADS <ul style="list-style-type: none"> • 0.3% for ACH • 3.0% for card 	Per transaction, these fees will be included on any online transactions
Late Payment/Non-sufficient funds	Brightwheel: \$10 TADS: \$50	Per transaction late fee

Late Pick Up/Early Arrival	\$25/any portion of each hour	If student arrives before 8:00am and remains beyond 3:45pm
Excessive Absences	\$525 re-enrollment fee	11 absences per semester
Field Trip	TBA per field trip	

1.4 TUITION AGREEMENT

By enrolling at Creation Village World School, you, the guardian (You) agree to be bound by these Tuition Terms and Conditions. You agree to be bound by the terms of the Tuition Agreement until the amount owed to the Creation Village World School (School) is paid in full for the tuition management services provided to you. The fees collected by brightwheel and/or TADS when acting as an agent for the School shall be remitted to the School. Any refunds will be handled by the School. All transactions involving funds must comply with provisions of U.S. law.

Payment Processing

You authorize brightwheel and/or TADS to initiate payments via ACH, credit card or check transactions from the account listed in brightwheel and/or TADS to satisfy the amount owed to the School. You consent and agree that brightwheel and/or TADS may assess You an electronic processing fee for each payment made via an ACH, credit card or check transaction. This payment authorization will continue upon re-enrollment for subsequent years at the School in accord with the then current Terms and Conditions. Brightwheel and/or TADS will complete each payment transaction on the scheduled date per your tuition during the school term. Brightwheel and/or TADS will initiate the payment transaction one (1) banking day prior to the due date. A returned item fee will be charged by brightwheel and/or TADS to Your account for each returned item. Any changes to the type of payment transaction used by You must be communicated and agreed to by brightwheel and/or TADS no less than two (2) banking days prior to the due date of a payment. The School may assess the late fee listed in section 1.3 if You are delinquent in a payment, and you consent and agree that the late fee amount listed in section 1.3 may be increased at any time. These brightwheel and/or TADS Terms and Conditions, and any related agreements between the parties, shall in no way be construed to be a lender-borrower agreement between the parties.

Invoiced Amounts

Any invoiced amounts for the Services will be due and assessed at the first of each month during the school term.

Changes to the Tuition

If You authorize the School to change the amount due to them during the term of the Tuition Agreement, the total amount due and the installment payments will change to reflect the adjusted charges. The School may provide You a copy of any such changes, but You will be bound to continue to make payments until the amounts due and fees for the Services are paid in full. Inconsistencies in the information on the application You provide will be resolved in invoices sent to You by brightwheel and/or TADS. Changes in the information will be incorporated when available for communication.

Termination

If You and the School agree to terminate your mutual agreement, brightwheel and/or TADS will process any change provided it is submitted at least ten (10) days before scheduled payment date.

Funding source

Any form of payment presented to brightwheel and/or TADS by you must be drawn on a U.S. financial institution.

Checks

Receipt of a check from you will be used as authorization for the check to be used as a source document for an accounts receivable entry, whereby the check may be converted to an ACH debit entry for presentation to your financial institution. Any check returned unpaid by your financial institution may be collected electronically through ACH as a re-presented check entry. Payments are considered collected when items have cleared.

Notice of Privacy Policy

While providing the Services, TADS receives non-public information from its customers. This information is used only in providing such Services. From time to time, TADS may share this information with You, our banking partners or with the School to enable a transaction. TADS does not sell any of this information, but may be reasonably required to disclose it under applicable law. TADS maintains appropriate safeguards on the information.

Late Payment

When an account balance is one month behind in payment, whether in date or in equivalent fee amount, the School requires the account payer to enter into a payment plan based through or Tuition Payment Plan Form which provides options for payment including withdrawal.

Collection

Monthly billing for the 10-month school year will begin in August and continue each month through May of the following year based on the tuition agreement in brightwheel and/or TADS.

In addition to tuition, families pay certain additional expenses to cover field trips, uniforms, and extracurricular participation fees, as well as other activities that are related to choices and options chosen during the school year.

Any family who becomes concerned about their ability to meet their financial obligation to the school should immediately contact the Dean before their account becomes past due.

If at any time during the school year a family's account with the school becomes more than 30 days past due, the Dean will be responsible to see that the family is advised in writing and by phone call that their child's education at the school is subject to immediate discontinuance.

Failure to pay past due accounts will also result in the withholding of a child's progress reports, transcripts and ultimately the suspension and/or permanent dismissal of a child.

In addition, any family whose account is 30 days past due will be required to sign a promissory note for the remaining unpaid balance of the full year's tuition and fees. Further when an account is 20 days behind in payment, Creation Village World School requires the account payer to enter into a

payment plan based through the Tuition Payment Plan Form which provides options for payment up to withdrawal.

If at the end of the school year a family's account is not paid in full, the child's final report card will be withheld. If a child is transferring to another school records and transcripts will not be sent until a family's account is paid in full.

1.5 STUDENT RECORDS

Student records shall contain permanent and current records showing each child's name, address, parent's name, attendance, Certification of School Entry Health Examination (DH3040), Certification of Immunization (DH680), cumulative academic progress, periodic progress reports to parents, and individual results on standardized tests.

The school administration and administrative personnel have free access to students' cumulative folders. Parents and teachers may request access to a child's cumulative folders by contacting the Dean.

1.6 REPORT CARDS AND PROGRESS REPORTS

Report cards are sent via email at the end of each quarter and reviewed in the corresponding Parent Teacher Conferences. During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Formal parent conferences are held four times a year.

1.7 COMMUNICATION PROCEDURES

The following steps should be taken in the order listed below if you have school-related concerns:

1. Appointment and conference with your child's teacher.
2. If the concern is not resolved, appointment and conference with the Dean.
3. If the concern is not resolved, appointment and conference with the Head of School.

1.8 TELEPHONE

The school telephone is a business phone and is not to be used to make arrangements to go home with a friend, etc. These arrangements should be made at home the day before, not at school.

1.9 CHANGE OF ADDRESS OR TELEPHONE NUMBER

In order to keep our files accurate, parents and students are requested to submit any change of address, telephone, or emergency contact numbers to the office. It is important to let the office know this information as soon as possible in case of an emergency situation involving your child.

1.10 EMERGENCY CONTACT

When a student enrolls at Creation Village World School, the parent or guardian must complete their Emergency Contact information in Toddle. The information listed is extremely important.

Occasionally, it is imperative that the school reach the parent of a child because of illness, accident, or because some other emergency has arisen. Students will be released only to adults whose names appear on the Emergency Card. Please make sure to list at least two (2) local emergency telephone numbers. Please keep the school informed of any changes in the information on the Emergency Contact Information on Toddle. If you have any legal documents that prevent an individual's access to your child, it is extremely important that the school office have a copy of these documents.

1.11 LOST AND FOUND

We encourage and ask that you clearly mark any personal item brought to school with a name. The school cannot assume responsibility for student losses; however, if it is reported immediately, every effort will be made to help find lost items. Lost and Found clothing and bags will be taken to a designated location. It is the responsibility of the student and/or parent to check for lost items. At the end of each month, unclaimed items will be given to a charitable organization.

1.12 VISITATIONS TO CLASSROOMS

[Please see COVID Addendum for updated information regarding visitations to classrooms.](#)

Parents are always welcome to visit their child's classroom. However, in order to achieve the purpose in observing, parents are requested to:

- Make prior arrangements with the classroom teacher.
- Enter campus through the front lobby only, check in at the office to receive a Visitor's Pass prior to scheduled visitation, and check out through the office.
- Not interfere with the instructional time and/or the well-being of students.

1.13 PERSONAL BELONGINGS

In order to create the optimal learning environment, personal items from home are not allowed in the classroom. Any time an item or article distracts from the learning environment, the item will be removed from the learning environment by the teacher and returned at the teacher's discretion. This includes toys, devices, phones, digital/ smart watches, jewelry, books from home, and any item brought to school which is not specifically requested by the classroom teacher. If a student brings a personal item more than once, the incident will be documented, and the item stored with the Head for pickup by the parents/guardians.

Your student may bring items to share on the teacher's designated "share day." Talk with the teacher about the appropriateness of an item if you are not sure. Shared items will be stored in student's cubbies when not in use.

Students sometimes inadvertently take school items home. If you find any items that belong to the school, please help your child return them to his/her classroom.

1.14 UNIFORM POLICY

At Creation Village World School, we strive to present ourselves and our students in a professional manner. We want to prepare our students for the professional world and encourage them to be aware of their appearance and the way they carry themselves at all times. We believe this is accomplished by wearing their proper, full uniform. Students are required to follow the dress code. The Head of School and Dean of School reserve the right to interpret and/or make changes.

Uniform Outfitters

Uniform Outfitters is the sole uniform provider. UO will provide only the approved uniform pieces for you to select from for Creation Village World School and will ensure the school logo is on each item. Please ensure you have a complete daily uniform and dress uniform set before the start of the school year.

Uniform Provider

Storefront

Uniform Outfitters, Creation Village section, 1106 N John Young Parkway, Kissimmee, FL 34741
407.846.7450

Online

1. <https://uniformoutfittersfl.com/>
2. Towards the top right, click on “preferred group.”
3. On the right, you will see a place to register as a “new” customer
4. Enter an email address, personal password, and the “group” password: village

When to Wear

Dress

- Days noted as DU on the calendar and Every day as a substitute for the daily uniform

Daily

- Every school day unless otherwise noted

Non-Uniforms

- Days noted as NU on the calendar

Logo and Embroidery

Uniform items are required to have the Creation Village World School logo or initials as indicated in the chart below. School logos and embroidery is provided by Uniform Outfitters on approved uniform items.

General Guidelines

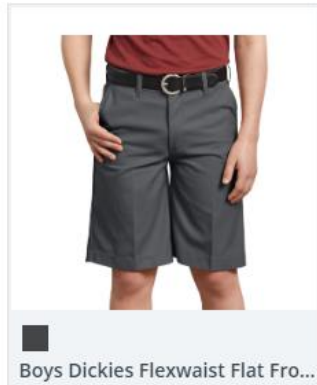
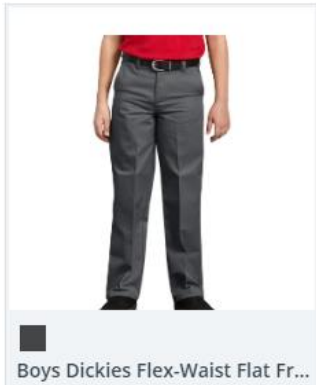
- Uniform Clothing
 - Uniform Outfitters is our sole provider of uniforms. No uniform pieces may be purchased from other vendors and all items purchased at Uniform Outfitters must be from within the approved dress code in the CVWS section.
 - During cool weather:
 - Students can wear approved jackets from Uniform Outfitters. Uniform cardigans and sweaters are the only outwear allowed in the classrooms.
 - Girls’ leggings and tights in school colors are allowed with the skirts or jumpers.
 - PE Uniforms can be (not required) worn during Physical Education time and are available from Uniform Outfitters.
- Shoes
 - Dress shoes can be purchased from Uniform Outfitters, French Toast, or other suppliers from the approved selection.
 - Boys - Black Loafer Style (French Toast Charlie or Matt)
 - Girls - Black Mary Jane Style (French Toast Caitlin Style)
 - Daily wear shoes must be closed-toe with non-marking rubber soles.
 - Heelys are strictly prohibited, and shoes may not illuminate or make electronic noise.
- Appearance
 - All clothing must be clean, in good condition, modest and of appropriate size and fit without being too tight, baggy, or revealing.
 - If an undershirt is worn, the color should be white.
 - Uniforms should always appear neat; ironed when needed.

- Hair should be styled in a way that is consistent with the spirit of this policy. Male students must wear their hair above the collar, eyebrows, and ears.
- Jewelry and makeup (if worn) should be simple and tasteful.
- Non-Uniform
 - During Non-Uniform days all students must meet the appearance guidelines above.
 - Prohibited clothing/style include the following: denim (or look-alike fabric), camouflage clothing, off the shoulder tops, overalls, combat-style boots, hats, bandanas, visible underwear, offensive (i.e., drug, alcohol, or sexual references or innuendoes), torn or cut clothing; unnatural color or distracting print.
 - Administration reserves the right to approve or deny student clothing on non-Uniform days.
- Labeling
 - Label each article of your child’s clothing with their initials

Adherence to Policy

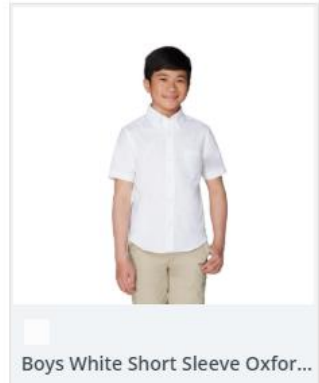
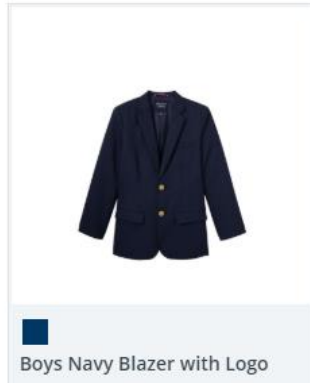
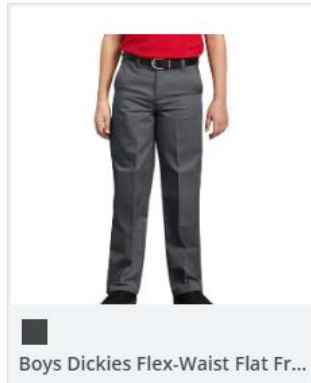
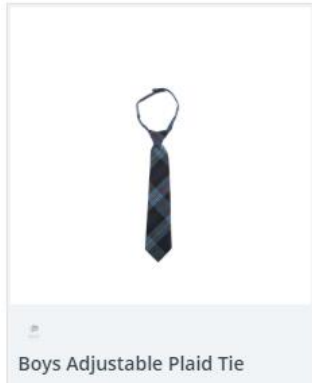
If your child is not in their proper, full uniform you will receive a written warning. After the third warning, a parent/teacher conference will be scheduled to review the uniform policy and discuss how best to adhere to it.

Boys Daily Uniform



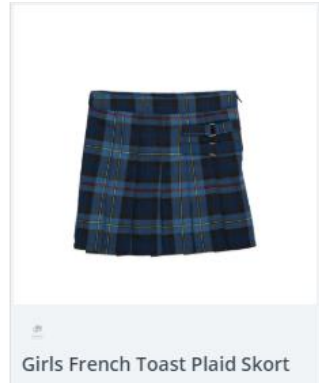
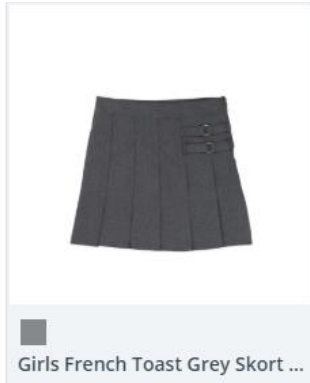
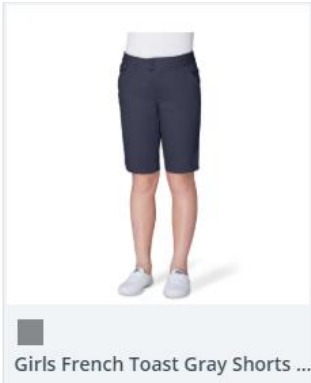
Boys Daily Uniform Colors & Logo		
Shirts <ul style="list-style-type: none"> ● Light Blue with logo ● Navy (Standard and Dry Fit versions) with logo ● White with logo 	Pants/Shorts <ul style="list-style-type: none"> ● Grey with initials 	Shoes & Socks <ul style="list-style-type: none"> ● Family Choice

Boys Dress Uniform



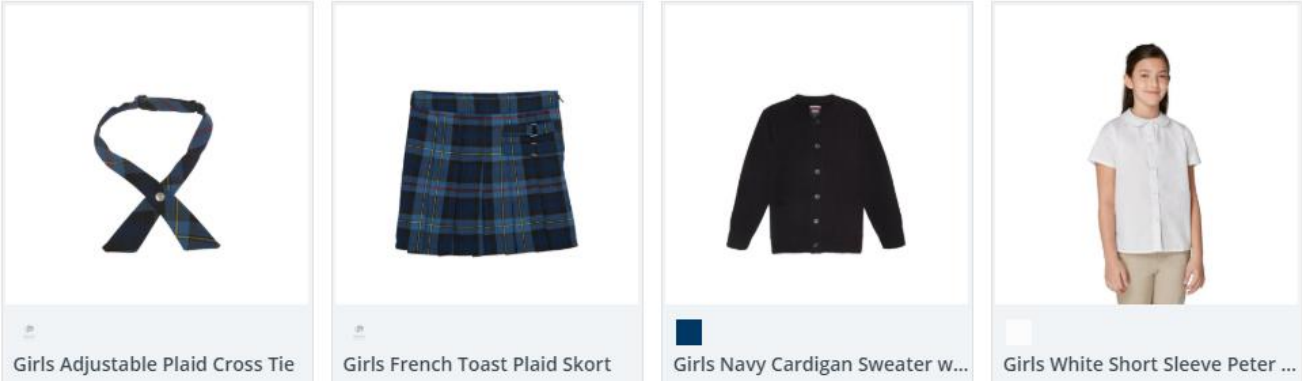
Boys Dress Uniform Colors & Logo		
<p>Blazer</p> <ul style="list-style-type: none"> • Navy with logo <p>Shirts/Tie</p> <ul style="list-style-type: none"> • Shirt: White • Tie: Plaid 	<p>Pants or Shorts</p> <ul style="list-style-type: none"> • Grey with initials • Black French Toast belt 	<p>Shoes & Socks</p> <ul style="list-style-type: none"> • Shoes: Black Loafer Style (GQ will carry an option for purchase as does French Toast Cole Style) • Socks: Blue knee high

Girls Daily Uniform



Girls Daily Uniform Colors & Logo		
Shirts <ul style="list-style-type: none"> • Light Blue with logo • Navy with logo • White with logo 	Pants/Shorts <ul style="list-style-type: none"> • Grey with initials Skirts <ul style="list-style-type: none"> • Grey with initials • Plaid Jumpers <ul style="list-style-type: none"> • Grey with logo • Blue with logo 	Shoes & Socks <ul style="list-style-type: none"> • Family Choice

Girls Dress Uniform



Girls Dress Uniform Colors & Logo		
Cardigan <ul style="list-style-type: none"> • Navy with logo • (two options: one lightweight and one thick – ask GQ) Shirts/Tie <ul style="list-style-type: none"> • Shirt: White • Cross Tie: Plaid 	Skirt <ul style="list-style-type: none"> • Plaid 	Shoes & Socks <ul style="list-style-type: none"> • Shoes: Black Mary Jane Style (GQ will carry an option for purchase as does French Toast Caitlin Style) • Socks: Blue knee high

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INFORMATION AND POLICIES RELATED TO THE MIND (ACADEMICS)

2.1 CURRICULUM

Curriculum at Creation Village World School is designed to integrate 21st century learning skills into the teaching of key academic subjects. Our curriculum supports our vision for learning known as our academic framework. This framework describes the skills, knowledge and expertise students must master to succeed in work and life; it is a blend of content knowledge, specific skills, expertise and literacies. Our arts-based skills and strategies magnify student engagement and demonstrably improve cognition, as well as provide differentiation to meet the needs of all learners.

We embrace student creativity and curiosity and provide them with opportunities throughout the day to experience, inquire, create, reflect, explore, investigate, and predict in order to strengthen understanding, retention and application. Our instructional methodology encourages and supports best teaching practices while improving the manner in which both students and teachers learn. Our safe and welcoming learning environment encourages students to try out new ideas and be challenged with new experiences that engage readers, writers, scientists, mathematicians, artists, athletes, and leaders that can thrive in the 21st century.

Twenty-first century skills implementation requires the development of key academic subject knowledge and understanding among all students. We believe that those who can think critically and communicate effectively must build on a base of key academic subject knowledge. Within the context of key knowledge instruction, students must also learn the essential skills for success in today's world, such as critical thinking, problem solving, communication and collaboration. We work to engage students in the learning process and support the development of skills which will help them to graduate better prepared to thrive in today's global economy - thus creating exceptional opportunities for life.

Our curriculum is designed to meet the needs of a diverse group of learners. We maximize each student's growth by recognizing that students have different ways of learning, different interests, and different ways of responding to instruction. Therefore, we vary learning activities and materials by difficulty, so as to challenge students at different readiness levels; by topic, in response to students' interests; and by students' preferred ways of learning or expressing themselves.

2.2 LIBRARY

Creation Village has an extensive library that holds materials suitable for all ages of students. The library services are run by a librarian and trained volunteers.

Library Hours

The library will be open from 8:00am-4:00pm every school day.

The collection

The library has over 18,000 titles including e-books for students to use and enjoy. The collection is divided into the following sections:

- **Reference** – Encyclopedias and other reference materials
- **Fiction** – This collection ranges from picture books to advanced novels
- **Non-Fiction** – Selections in a variety of levels to support all learners

- **Other Language** – There are books in Spanish, German, French, Portuguese, Italian, Swedish, Danish, Russian, Chinese, and Japanese to support language learning and mother tongue learning.

Parent Education

The Creation Library also has a selection of parent education resources which may be borrowed by parents and teachers.

Borrowing

Any member of the Creation Community may borrow books from the library for a period of one week. Books may be renewed for further periods of time if it is not being requested by another party. No late fees will be charged, but lenders may be asked to reimburse for the cost of any lost or unreturned materials.

2.3 EXECUTIVE FUNCTIONS OF THE BRAIN

Adult skills needed for the 21st century all involve, in one way or another, executive functions of the brain. The social, emotional, and intellectual capabilities of our students begin to emerge during the preschool years and won't mature until young adulthood. The executive function of the brain is a neuronal workspace whose main purpose is to assemble, confront, recombine, and synthesize knowledge allowing our behavior to be guided by any combination of information from past or present experience. Some researchers believe that executive functions predict children's achievements as well as IQ tests do or even better because they go beyond what students know and tap student's abilities to use what they know.

At Creation Village World School, we engage students in learning activities that support the development of executive functions of the brain. Executive functions weave together feelings and thinking within our students so that they can reflect, analyze, plan, and evaluate which are categorized as higher levels of thinking. Not only do our learning activities require students to use thinking, they provide an opportunity for students to develop their ability to manage their attention, emotions, and behaviors in order to help them reach their goals.

2.4 LIFE SKILLS AND THE LEARNER PROFILE

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate, and focus the work of schools and teachers, uniting them in a common purpose. The learner profile describes a list of attributes that promote academic rigor and the establishing of a personal value system leading to international-mindedness.

- **INQUIRERS**—their natural curiosity has been nurtured and they actively enjoy learning
- **THINKERS**—they exercise initiative in applying thinking skills critically and creatively to solving complex problems
- **COMMUNICATORS**—they receive and express ideas and information confidently in
 - more than one language
- **RISK-TAKERS**—they approach unfamiliar situations without anxiety and have the confidence to explore new ideas
- **KNOWLEDGEABLE**—they have explored themes that have global significance and have acquired a critical mass of knowledge

- **PRINCIPLED**—they have a sound grasp of the principles of moral reasoning and have acquired integrity, honesty and a sense of justice
- **CARING**—they show sensitivity towards the needs and feelings of others, and have a sense of personal commitment to helping others
- **OPEN-MINDED**—they respect the values of other individuals and cultures and seek to consider a range of points of view
- **WELL-BALANCED**—they understand the importance of physical and mental balance and personal well-being
- **REFLECTIVE**—they give thoughtful consideration to their own learning by constructively analysing their personal strengths and weaknesses.

2.5 INCLUSION POLICY

Creation Village World School agrees with IB’s premise that “Inclusion is an on-going process that aims to increase access and engagement in learning for all students by identifying and removing barriers.” (*Learning Diversity in the International Baccalaureate Programmes*). As such, all administrators, teachers, faculty members, students, and stakeholders are vital members of the Creation Community and are necessary in creating an inclusive environment. Creation Village will make all attempts to address barriers that create inequities in a student’s learning and social progression.

At Creation Village, we believe the barriers between students and their learning are broad and far-reaching. The following have been identified as potential barriers to student learning:

- Race
- Gender
- Culture
- Ethnicity
- Socioeconomics
- Learning and Physical Disabilities
- Emotional and Behavioral Disorders

In an effort to remove barriers for our students, we have enacted the following interventions:

- Inclusive admission policy for incoming students
- Scholarship opportunities for lower-income families
- Access to mental health professional on site
- Student growth teachers to assist all homeroom teachers in providing one-on-one interventions
- Educational modifications and accommodations
- Stakeholder outreach

Inclusion and the Learner Profile

In a further effort to promote inclusion, we include focused instruction on the Learner Profile attributes in each grade level. It is our belief, in line with IB’s philosophy, that students who

develop the ten Learner Profile attributes will show more empathy and compassion for themselves and those in need, as well as possess a healthy perspective to help them progress academically and socially. The Learner Profile is a key component of the student portfolios as well as their monitoring and progress in their report cards.

2.6 LANGUAGE POLICY

At Creation Village, we believe in IB’s philosophy that “The development of language is fundamental to that need to communicate” (*Language scope and sequence*). To help our students become the most effective communicators, we will provide them with language instruction in two languages.

- Language A
 - While Creation Village is a private school, we recognize the value and significance of focusing ELA instruction through the lens of comprehensive educational standards. To teach English language learning, therefore, Creation Village will use the Maryland State Standards as a guide for teaching ELA. Through these standards, students at Creation Village will receive instruction directly related to the IB Scope and Sequence Learning Continuums.

- Language B
 - Creation Village students will receive formal Spanish language education in addition to English language learning. We will align Spanish language learning with International-mindedness, using it as a tool not only to communicate, but also for students to understand connections between themselves and others. The Spanish teacher will work closely with the homeroom teachers to ensure Spanish instruction aligns with English instruction, helping students achieve fluency through the IB Scope and Sequence Continuums.
 - Each grade-level will receive a dedicated amount of time per week for Spanish instruction. The table below shows how much time per week each grade-level receives:

Grade Level	Spanish Instructional Time Per Week
Kindergarten	120 Minutes
1 st Grade	90 Minutes
2 nd Grade	90 Minutes
3 rd Grade	90 Minutes
4 th Grade	90 Minutes
5 th Grade	90 Minutes
6 th Grade	120 Minutes
7 th Grade	120 Minutes
8 th Grade	120 Minutes
9 th Grade	120 Minutes

Mother Tongue Support

Creation Village recognizes that not all students’ mother tongue is the same as the language of instruction. For students whose mother tongue differs from the language of instruction, Creation

Village has implemented several strategies to help those students learn and to celebrate the differences those students add to the school environment. We have provided enrichment and remediation time into the schedule that allows teachers the opportunity to differentiate their lessons beyond standard instructional time. A focus on language learning is a key element of this time. We will place students on active and continual improvement plans when their mother tongue impedes their instruction at a high level. This improvement plan will incorporate the student, teacher, student guardians, PYP Coordinator, and school administration. We will also celebrate differences in language in a variety of ways. Students with differing mother tongues will be celebrated in their participation that provides an international-minded perspective to the curriculum. Parents and family members are encouraged to visit the school and speak to the students about their experiences with their language. We will additionally invite guest speakers as well to add to the students' understanding of languages beyond the language of instruction.

Language Learning and the Learner Profile

At Creation Village, we will approach language learner from all attributes of the Learner Profile. All members of the Creation community will approach language learner in the following ways:

- **Inquirers** – We strive to learn as much about language as possible. We want to be curious about why language is constructed as it is, and how we can use language to make the world a better place.
- **Knowledgeable** – We want to know as much about language as we can, both in our mother tongue and the language of instruction.
- **Thinkers** – We approach language critically, assessing how to use language to communicate our ideas effectively.
- **Communicators** – We will use our learning of language to communicate our ideas and beliefs. Whether in our mother tongue or language of instruction, we will always use language to be clear and precise in expressing ourselves.
- **Principled** – We will use language with integrity, not just sophistry. We will communicate truth and knowledge.
- **Open-Minded** – We will approach language with an open mind. We will understand that all languages are valuable and significant, and that all languages derive from other sources.
- **Caring** – We will be compassionate when learning about people who speak languages other than our mother tongue and language of instruction.
- **Risk-Takers** – We will not be afraid to learn language. While language learning can be difficult, we will approach it with courage, never doubting our ability to overcome the difficulties that arise when learning about language.
- **Balanced** – We understand that learning a variety of languages and the culture within those languages makes us more balanced as learners. It helps us understand the world beyond ourselves.
- **Reflective** – We consistently reflect on our strengths and weaknesses in language learning.

2.7 ASSESSMENT POLICY

At Creation Village, we believe that assessment serves as the key to student learning and growth. All assessment will be used to inform educational decisions, with guided feedback for students to reflect upon and guide their learning goals.

Further, we agree with Albert Einstein and William Cameron when they stated, ““Everything that can be counted does not necessarily count; everything that counts cannot necessarily be counted.” (Assessment Principles and Practices – Quality Assessments in a Digital Age). Therefore, we will make every attempt to ensure all formative and summative assessment is meaningful, assigned with purpose and focus to help students produce results that show their agency as learners. To reach these ends, we will assess in the following ways:

A – Progress Monitoring

Students will be given quarterly NWEA MAP assessments in ELA and Math (K-2), and ELA, Math, and Science (3-6). Additionally, students will also be assessed quarterly with HMH Growth Measure assessments in all grades for ELA and Math. Teachers will have immediate feedback on the results of these assessments and will create curriculum accordingly.

B – Curriculum and Standards-Based Assessments

Through the HMH curriculum, students will be given the following content-based assessments:

1. Checks for Understanding – These will be quick assessments used to gain immediate feedback on student understanding. These are built into weekly lesson plans.
2. Weekly Assessments – These will be used at the end of every week to guide future instruction, and to identify any enrichment or re-teaching of subject matter.
3. Module Assessments – Completed at the end of the Module, these assessments evaluate the extent to which the students have learned the skills of the Maryland State Standards. The feedback given on these assessments will drive future curriculum, teaching strategies, and assessments.

C – Unit of Inquiry-Based Assessments

During every Unit of Inquiry, students will produce assessments using their agency that reflect how they have connected their learning to the IB Transdisciplinary Themes, Central Ideas, Lines of Inquiry, Approaches to Learning, Action, and Learner Profile. These assessments include formative and summative evidence of learning.

Students will create a portfolio through the Toddle platform that provides all their evidence for learning, with reflections on how well they connect their learning to IB-focused ideas and goals. In their portfolios, students showcase their agency by helping design, implement, and present their assessment, create learning goals and reflections, and showcase their learning. The students are scaled through the [School rubric. Inquiry planning/ Rubric](#)

Reporting of Grades at Creation Village World School

Students at Creation Village will receive several evaluations in their report cards. The first component of their report cards will be based on their progress with IB-specific

growth. More specifically, they will be evaluated based on their growth in the Learner Profile attributes and the Approaches to Learning skills. Evidence of the learning community's commitment to action will be celebrated. Additionally, students will receive Standards-Based Grading (SBG) for ELA, Math, and Science. They will receive scores in their specialty classes based on the appropriate IB Scope and Sequence standards. For each component, they will receive a score between "1" and "4". The rubric for those is as follows:
During the year the conferences are student led. This gives the students the ability to communicate their assessment data, progress made and set new goals with their families. Students make PPT as a visual for this time.

2.8 INSTRUCTIONAL TIME

Once the instructional day begins, classroom interruptions will be kept to a minimum. Classrooms will not be called with non-emergency messages for students. Students will be directed to stop by the office for late items at recess or lunch times.

2.9 MAKE-UP WORK

Students with excused absences are allowed to make up missed work. Any work due on the first day missed will be due upon the student's return to school. Students are generally given one extra day for completion of new assignments and tests for each day of absence. Consult with the teachers regarding work missed due to longer periods of absence.

Students with pre-excused absences are given assignments in advance when possible. However, classwork and assignments are often changed to meet the daily needs of students, so information given in advance may not match exactly the classwork and homework completed by the class. Students with pre-excused absences are expected to stay current with assignments and complete missed work before returning to class. No extra time is allocated for assignments or tests for students who have an unexcused absence, including suspension from class.

2.10 HOMEWORK POLICY

At Creation Village World School, homework is designed to reinforce learning and support enrichment and creativity. While schoolwork done at home can provide training in study habits, skills and discipline, we see some homework projects as an opportunity for families to work together to increase background knowledge, conceptual understanding, creativity, and problem solving.

Homework can be used to help reinforce key skills and content as well as inform student families of what and how their child is doing during class. Homework sent out is purposeful, organized, and has a feedback component. Some examples are:

- Completing assignments from class
- Inquiry Projects
- Research projects
- Spelling words
- Fine/gross motor skill building activities

At CVWS we strongly suggest reading nightly and family games. Any suggestions you can give with helping families choose games, books, and or activities would be greatly appreciated. This can be communicated through your Newsletters. Please work with your team teacher(s) to ensure students are receiving an equal amount of homework from all subject areas.

Suggested amount of homework per night is as follows:

- Kindergarten through 2nd Grade - To include reading nightly and practice with key skills.
- 3rd Grade through 5th Grade- No more than 20 mins nightly
- Middle School - No more than 45 minutes nightly.
- We encourage no homework at the weekends.

2.11 FIELD TRIPS

Education is not limited to the four walls of the classroom. Teachers may choose to take their classes to on-site locations for firsthand experiences. In order to participate in a field trip, a student must have a signed parent permission slip. Additionally, a student must demonstrate that he/she has the discipline to follow the rules and regulations that are necessary to have a safe and successful trip. Field trips are a component of the academic curriculum and students are expected to participate. Alternate assignments may be required for those who do not participate in field trips.

Parents may be invited to join the field trip. The number and ages of students are taken into account when determining the number of chaperones needed on a particular trip. While school field trips can accommodate many parent chaperones, some of the trips for logistical or educational reasons are best conducted with a smaller number of chaperones. The school reserves the right to limit the number of chaperones on field trip and to select parent chaperones when they are needed. Every parent chaperoning a field trip is required to undergo a background check prior to departure. Parent chaperones are required to conform to all Creation Village World School policies and protocol while serving as a chaperone.

Unless specifically stated in the information about a field trip, money paid for trips will not be refunded unless the school chooses to forbid a student from attending a field trip. However, in some cases, expenses already paid may not be refunded in any case.

2.12 TECHNOLOGY: ACCEPTABLE USE POLICY

Use of technology at Creation Village World School is designed to dignify all persons, aide in the cultivation of community, and help to reach curricular goals. Technology use is not a private matter, but a public and community one. Technology use must be in keeping with the school's mission, vision, and values, and biblical ethical standards.

Creation Village World School provides students in grades K-8 access to its computer network for educational purposes, including restricted access to the public internet for research associated with their course of study. Student access is provided through school computers and devices only. All access to the public internet is filtered and monitored using software and network equipment designed to prevent access to unsuitable internet content. This protection system undergoes continuous review and modification to accommodate the ever-changing nature of the World Wide Web.

With access to computers and people all over the world, comes the availability of material that may not be considered of educational value in the context of the school setting. Creation Village World School has taken steps to block inappropriate material. However, on a global network it is impossible to restrict access to all controversial materials, and an industrious student may discover controversial information. The school is not able to guarantee that a student will never be able to access inappropriate internet content, particularly if that student makes intentional, determined, and

sustained attempts to do so. A log of all internet activity is kept and it is possible to identify which sites were visited (or attempted) by each device on the network.

In order to ensure that computers and the internet are used in a proper manner, the administration and staff have the authority to monitor all aspects of computer usage which occurs within the school facility.

Digital Etiquette

All network users at Creation Village World School are expected to conduct themselves according to principles of digital etiquette. These include (but are not limited to) the following:

Acceptable Uses:

The Creation Village computers, networks and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum and instructional goals. All policies, school rules and expectations concerning student conduct and communications apply when students are using computers either at school or home. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

1. The laptop is an educational tool and should be used in that capacity only.
2. The student is responsible for the laptop at all times. The school is not responsible for laptops left in classrooms, hallways, or non-school properties.
3. The laptop should not be used to – COPY, DOWNLOAD, UPLOAD, or SHARE COPYRIGHTED MATERIALS without legal permission. This includes reproduction of music files and software applications.
4. The student is the only authorized user of your assigned laptop. Never share or swap laptops with another student. Keep your password CONFIDENTIAL.
5. Do not EAT or DRINK near your laptop.
6. Avoid touching the screen. When cleaning is necessary, use a soft cloth.
7. Do not mark the laptop in any way with markers, stickers, etc.
8. Do not remove School labels or asset tags.
9. Do not insert foreign objects into openings of the laptop.
10. Laptops must come to school in their carrying bags fully charged with power cords.

Internet Rules:

- Students agree to adhere to the Creation Village Internet use policy in the Handbook.
- The laptop issued to you is School property and all content (software, email, Internet usage) will be monitored AT ALL TIMES. Content found that is related to illegal or unethical activities will be reported to the authorities.
- School staff has the right at any time to spot check student laptops.
- Conducting research,
- Participating in collaborative projects.
- Creating beautiful, informative works.
- Encouraging and strengthening friendships and community.

Unacceptable Uses:

Examples of unacceptable uses of Creation Village computers that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
- Illegal Activities - Using school computers, networks and Internet services for any illegal activity or in violation of any policy or school rules. Creation Village assumes no responsibility for illegal activities of students while using school computers.
- Violating Copyrights – Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner’s permission. Creation Village assumes no responsibility for copyright violations by students.
- Copying Software - Copying or downloading software without the express authorization of the principal or assistant principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The Creation Village assumes no responsibility for illegal software copying by students.
- Plagiarism - Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
- Non-School-Related Uses - Using Creation Village computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
- Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts.
- Malicious Use/Vandalism - Any malicious use, disruption or harm Creation Village computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- Public posting of any student's name, personal address, or phone number
- Sending or displaying offensive messages or pictures
- Using obscene language
- Bullying or other unloving actions or words directed toward others
- Damaging computers, computer systems, or network systems
- Trespassing in another’s folders or files
- Using someone else's password
- Attempting to disrupt community networks
- Agreeing to meet someone met online without parental approval and under the supervision of an authorized adult
- Plagiarizing information found on the Internet
- Recording of another person, whether video or audio, without their knowledge or permission
- Using school accounts in any way that is not related to school projects or purposes

Social Media Policy

Electronic communication is public communication. The possibility of forwarding or monitoring messages means that any electronic communication should be considered public. Creation Village World School practices an open-door approach to electronic communication, akin to conducting

teacher-student meetings while maintaining an open door. The following guidelines apply to communication between school staff/faculty and students:

- Faculty and staff interacting with students via any electronic communication should include one or both parents of the student.
- Faculty and staff should refrain from interacting through social media with students and parents while attending Creation Village World School. (e.g. Facebook, Instagram, Twitter, etc.)
- Students who send text messages or emails to faculty or staff should always copy a parent, so that faculty and staff may more easily include a parent when replying.
- Students and faculty are asked to restrict the hours for telephone calls to 8:00am to 5:30pm Monday through Friday.

Home Use

Should a student request to utilize their school computer at home the student and guardian must complete the Creation Village Laptop Contract and are responsible for the following:

- Students are responsible for the care of their laptops.
- Each laptop **MUST** be secured in the Creation Village provided laptop bag while in transit.
- Do not leave laptops in vehicles. Computers cannot tolerate extremes in temperature.
- Parents/guardians are encouraged to be 'nosy' and interact with their students about his/her work on the laptop.
- Laptops must be recharged before returning to school.
- Laptops **with power cords** must be returned to school in your laptop bag.
- If a laptop is stolen, the police and the school office (407.900.2582) must be notified immediately in order for the laptop to be traced and disabled.
- If a laptop is lost, the school office must be notified as soon as possible.
- Parents are responsible for the replacement cost of lost laptops, power cords, or Creation Village issued laptop bag.
- Parents/guardians are responsible for monitoring his/her child's use of the laptop at home. School policies continue to apply when using the computer online at home.

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the Creation Village for any losses, costs or damages incurred by the school for violations of policies and school rules while the student is using Creation Village computers, including the cost of investigating such violations. Creation Village assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

INFORMATION AND POLICIES RELATED TO BODY (HEALTH AND SAFETY)

3.1 PREPARATORY SCHOOL HOURS

- School hours are: 8:30am – 3:30pm, Monday through Friday during the school year.
- Extended care hours are 7:00 am to 8:15am and 3:45pm to 6:00pm, Monday through Friday during the school year.
- Teachers maintain offices hours where they are available to meet and/or correspond with families. Please see your teaching team for their office hours.

3.2 ATTENDANCE POLICIES

We are vitally interested in your child's attendance at school every day. When students are absent for any appreciable length of time, they miss the benefits of education. Attendance and punctuality are important habits that will help you throughout your life. It is also a way in which you show your community that you care. When you arrive on time to school you respect other people's time and allow the class routine to work smoothly. You must arrive to your classroom on time after recess, lunch, specials, subject transitions, after school activities, and after school care. Students not only fall behind in their studies and miss concepts and relationships that are critical to understanding any subject, but they also miss important socialization concepts such as the capacity to understand and follow directions and to plan for the future. Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at The Preparatory School is expected and required.

3.3 ARRIVAL AND DISMISSAL PROCEDURES

Arrival and dismissal are key times for empowering our students and building their self-confidence and responsibility while reinforcing timeliness. In the classroom we teach students to develop independence and accountability for their actions. These character traits are reinforced by the way you as a guardian leave your child at school and pick them up afterwards. Further, starting our school day promptly at 8:25am is key for instruction. Therefore we have designated office hours for our teachers to communicate with our families. This allows our teachers to greet each student and prepare them for starting class on-time and on-task. Attendance is taken in the room by the classroom teachers during the school day. Accordingly, our procedures are outlined below:

- **Arrival Process**
 - 7:00 am to 8:00 am – Parents must drop-off students at the front of the building and check-in. Each student will receive a temperature check and parents must show approval of HealthCheck Application QR code.
 - 8:15am to 8:25am -- Parents must drop-off students at the front of the building in the school drop-off loop. Each student will receive a temperature check and parents must show approval of HealthCheck Application QR code.
 - 8:25 am and beyond – Parents must drop-off students at the front of the building in the school drop-off loop. Each student will receive a temperature check and parents must show approval of HealthCheck Application QR code.
After 8:25 am students will be marked as late in Toddle. Please see Attendance Policy.
- **Dismissal Process**
 - 3:30pm – 3:45pm – Parents pick-up at the school drop-off loop.
 - 3:45pm – 6:00pm – Parents pick-up at the front of the building. Students in extended care will be sent to the front for pick up.

- **Friday Dismissal Process**
 - 3:00 pm-3:30 pm -- Parents pick-up at the school drop-off loop
 - *3:00 pm- 4:00 pm – When outside clubs begin, students can be picked up from 4:00-4:15 in the school drop-off loop.

- **General**
 - Do not leave your child unattended, before you have checked-in or once you have checked-out.
 - Anyone who is not known by the staff will be asked to show a valid Driver’s License or other photo identification.
 - Persons not authorized by you on your child’s emergency card will not be permitted to take your child from the school.
 - Children will not be released to anyone under the age of 18, or to anyone who is suspected to be under the influence of drugs or alcohol or who may be considered a danger to the child. Those parents who may have custody issues should consult with an attorney regarding legal protection for their children. Parents must provide us with any court orders so that we can call the police to enforce their legal rights should the need arise.
 - The car drop-off loop will be closed during inclement weather.

3.4 TARDIES

Attendance is taken every day at the time of the child’s arrival. It is requested that the children be in their classrooms by 8:25 am to fully be able to participate and engage in the day’s instruction/circle time and activities. Students that are not present in the classroom by the designated starting time of 8:25 am are marked tardy. If a child is to be absent from the school day, the guardian should notify the school by entering an excusal notice and reason on Toddle.

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Students with excessive tardies to class or who habitually leave school early for reasons other than those listed under reasons for excused absence, may be placed on an attendance contract and/or referred for truancy proceedings. A student who has excessive tardies may be designated as “Habitually Tardy” and the administration may impose penalties associated with such designation.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter his next class. Teachers shall honor passes presented in accordance with this policy.

Truancy

If a student is absent without a signed parental excuse or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. “Habitually truant” shall be defined as a student of compulsory attendance age who has four unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences.

Penalties

In accordance with law, the school may impose appropriate penalties that relate directly to classes missed while truant. The administration shall develop regulations to implement appropriate penalties for truancy.

- On the fourth tardy and early out, the teacher will contact the parent or guardian.
- On the fifth tardy and early out, or an accumulation of five tardies for any and all classes, a referral may be written, the student may have an administrative conference and may receive disciplinary consequences, and the parent will be notified. At that time, the student will be notified of the consequence for further incidences of tardiness.

- **Excused Tardy:** Any late arrival to school resulting from a doctor's appointment (please bring the doctor's note), temporary sickness, or from any situation pre-approved by the Head of School. Delays caused by heavy traffic are not excused. However, delays caused by a major traffic accident will constitute a legitimate excuse.
- **Unexcused Tardy:** Any late arrival to school for a reason not listed under an excused tardy; or for dialectic and rhetoric students, being late to a class during the day for any reason not listed under an excused tardy or not excused by a teacher, staff member, or administrator.
- **Tardy becomes and Absence:** When students incur 5(five) unexcused tardies this will equal one unexcused absence.
- **Note:** All absences and tardy arrivals will be marked as unexcused unless a note with a legitimate excuse is received by the school.

3.5 EARLY PICK-UP

Students who need to be picked up before the regular end of the school day should use the following procedure:

- Parents should email the school the day before to inform of the early pick up or students should bring a note from their parents to be given to the homeroom teacher.
- The student must be signed out by a person authorized to pick up the student. Parents or others authorized to pick up a child are asked not to go directly to the classroom. For safety and security, and to lessen classroom disruptions, students must be picked up only in Creation Village World School Office and must be signed out.

3.6 ABSENCES

Attending all classes is important. Absences fall into two categories - excused and unexcused. An excused absence is an absence due to personal illness, serious illness in the family, death in the family, school-sponsored trips, medical appointments, court appearances, religious observances, or absences due to providential hindrance. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children before or after school hours, or during school holidays. All other absences are unexcused. Final authority for judging the legitimacy of an absence rests with the appropriate school administrator. The Head of School will send a written notice to parents of students who have more than five absences during a quarter.

3.7 PRE-EXCUSED ABSENCES

Any absence of three days or more that can be anticipated should be documented with the completion of a Pre-Excused Absence Request form. Requests that family trips be counted as

excused absences will be considered if the parents make arrangements with the homeroom teacher or the Dean at least one week in advance, and if the student is current with all assignments.

3.8 EXCESSIVE ABSENCES

If a student has more than 5 (five) unexcused absences to a class during any one nine-week grading period, he/she will receive a warning. Students who are absent from class 11 (eleven) or more days in a semester will have to pay the enrollment fee to continue in the program. Students who are absent from class 16 (sixteen) or more days in a semester including excused absences will be withdrawn from the program. Absences that are the result of legitimate curricular or co-curricular obligations (e.g. choir engagements) do not count toward these totals. If half or more of the absences are the result of one catastrophic event (illness, accident, etc.), the student may appeal to the Head of School for a waiver to this rule.

3.9 SUPERVISION

Creation Village World School students must be supervised by an adult at all times while on campus. When on campus, your children must be kept with you and supervised by you during non-school hours. At dismissal time, all students must be picked up to leave campus, attend a sponsored after-school activity in which the student is a participant, or go to Extended care. We do not allow students to go to the activity of a sibling and wait there until the activity ends. The leader of that activity can only be responsible for those that are participating.

3.10 EXTENDED CARE

Students who arrive before the 8:00 am drop off and remain past the 3:45 pick up will join the Extended Care program and will be billed accordingly.

3.11 SCHOOL MEALS

Lunch and snack are optional and offered as part of the nutritional bundle (see section 1.3 for details). Menus are posted on our website and in the classroom. Meals and snacks must meet minimum requirements for food components and quantities under the USDA guidelines. If the family chooses to bring in their own food it must comply with the USDA standards for meals. Each meal brought in by the family must be accompanied by the MyPlate Daily Checklist (<http://www.choosemyplate.gov/MyPlate-Daily-Checklist>). Further, candy or items high in processed sugar are not allowed as part of the meals that are brought into the school. For a list of items that include added sugars as well as substitutes please reference the MyPlate website (<http://www.choosemyplate.gov/added-sugars>).

Providing nutritious meals and snacks and introducing new foods to the children are important aspects of our Nutrition Program. The CDC has a great resource on Health and Academic Achievement (http://www.cdc.gov/healthyschools/health_and_academics/pdf/health-academic-achievement.pdf) which outlines how nutrition in our meals fuels our academic performance. As part of our curriculum, we do food-preparation activities and teach basic nutrition information.

For the safety of your child, you must indicate any food allergies on your child's medical form and bring a note from the child's doctor upon entrance to the program. Please discuss this with your child's teacher and the Head to School.

Due to severe peanut allergies, our school has adopted a "peanut free policy". We do not serve any food that contain peanuts (e.g., peanut butter) and discourage any foods coming to school that contain nuts.

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) should be listed in the "Allergies" section of the child's information form. Please include any reactions and treatments of the allergies. This information will be placed on a master list and confidentially posted in food preparation and distribution areas, the front desk and classroom area. Staff will be informed of children's allergies and instructed to avoid these products.

Creation Village World School must have and maintain a guardian permission form for each child in order for them to be able to participate in food-related activities, such as special occasions and learning activities, which include food consumption.

3.12 NUTRITIONAL ENVIRONMENT AND CELEBRATIONS

Holidays, history feasts, and birthdays are all celebrated at Creation Village World School. In an effort to promote a healthy nutritional environment for students, we support projects and activities for celebrations. Food is not part of our celebrations.

Creation Village World School students are not permitted to receive deliveries (such as flowers, balloons, etc.) in the classroom and parents are asked to not send such deliveries to the school. It is CVWS policy that, unless your child's entire homeroom is invited, party invitations must be mailed from home. If the entire homeroom is invited, the invitations may be brought to school and will be placed in classmates' backpacks or personally handed out. Please let your child's teacher know in advance and allow for him/her to assist the procedure. If your child's entire homeroom is not invited to the party, we ask that you discuss with him/her the importance of not conversing about the party at school. It is often difficult for young children to understand that sometimes it is not possible for everyone to be invited. Parents may not arrange for limousines to pick up CVWS students at school. It is not appropriate in CVWS setting. In addition, these large vehicles disrupt the traffic flow during pickup time.

3.13 HEALTH SERVICES

Please see [COVID-19 Addendum](#) for all safe practices and protocols regarding the virus.

Children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by the teacher trained to administer first aid. After the teacher delivers the initial first aid, the school will assess the severity of the issue and determine further action. If the child's symptoms persist, guardians will be asked to pick up their child.

It is the expectation that families keep ill children at home so that infectious conditions are not spread to classmates, faculty, and staff. Children must be symptom free for 24 hours and have a doctor's note before they can return to the school.

To attend school, students must be able to participate in normal class activities including outdoor play. Staff should communicate with parents through daily notes or posting exposure notices. It is our program policy to post exposure notices on classroom doors when we discover that children may have been exposed to a contagious illness at the school. Please check for these notices, since you will need to watch for symptoms in your child and may want to consult with your doctor regarding your exposure if you are pregnant.

In the very rare circumstance that a contagious outbreak occurs causing the majority of a classroom to be out sick at one time, the program reserves the right to close a classroom, to maintain the health and well-being of other children/staff at that school.

Please submit a Toddler excusal and email your child's teacher before 8:00am if your child will be out for the day. Children may return when no longer contagious. They must be able to participate in normal class activities including outdoor play. Parents are required to call the school immediately to report contagious conditions.

Children may not attend school if:

- An illness prevents the child from participating comfortably in facility daily activities.
- An illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children.
- The illness poses a risk of spread of harmful diseases to others; or
- The child has any of the following conditions:
 - **Temperature:** Oral temperature of 101° or greater; rectal temperature of 102° or greater; axillary (armpit) temperature of 100°, or ear 100.4°, or greater (without fever reducing medications); accompanied by behavior changes or other signs and symptoms of illness until medical evaluation indicates inclusion.
 - **Symptoms and signs of severe illness** such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or other unusual signs until medical evaluation indicates inclusion.
 - **Uncontrolled diarrhea**, that is, increased number of stools, increased liquid, or decreased form that is not contained in the diaper, until a normal bowel movement occurs.
 - **Vomiting illness** (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health provider determines the cause to be non-communicable, and the child is not in danger of dehydration.
 - **Mouth sores** with drooling unless a healthcare provider or health official determines the condition is noninfectious.
 - **Undiagnosed rash** (which could be accompanied by a fever or behavior change), until a health-care provider determines that these symptoms do not indicate a communicable disease.
 - **Scabies, head lice, or other infestation**, require proof of treatment in order to return to school. Proof of student clearance can be provided in the form of a receipt from a lice removal service or a box from a home treatment. A head check will be performed by Administration in a private area, if the student is free of nits and lice he or she will be cleared for re-admittance. If homebased or homeopathic remedies are utilized, we require a 48-hour leave from school before the student can be screened at school for re-admittance.

- **Tuberculosis**, or positive TB test result, until a healthcare provider or health official states that the child can attend childcare.
- **Impetigo** (bacterial skin infection), until treatment has been initiated
- **Strep throat or other streptococcal infection**, until 24 hours after antibiotic treatment of condition and 24 hours fever free.
- **Chicken pox**, until six days after the onset of rash or until all the scabs have dried and crusted.
- **Pertussis** (whooping cough), until five days of appropriate antibiotic treatment.
- **Mumps**, until five days after the onset of parotid gland swelling.
- **Hepatitis A virus**, until one week after the onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to the appropriate children and staff.
- **Influenza**, until clearance by a medical professional and no fever present.
- **Measles**, until four days after onset of rash.
- **Rubella**, until six days after onset of rash.
- **Ringworm** (fungal skin infection), if lesion cannot be covered.
- **Purulent conjunctivitis** (defined as pink or red conjunctivita with white or yellow discharge) until 24 hours after treatment has been initiated.
- **Unspecified respiratory illness**, severely ill children with the common cold, croup, bronchitis, pneumonia, and otitis media (ear infection).

When parents are notified of the need to pick up their child, the child should be picked up within 30 minutes of being called. If this is not possible, we ask that arrangements be made to have the child picked up by someone other than the parent, as clinic space is limited.

It is required that a parent/guardian complete the medical information on the online enrollment form for each student. Parents should keep the clinic updated of any changes in relevant health history, or any changes regarding medication. Care should be taken when choosing an emergency contact—the person should live locally and be aware that they have been listed in this capacity. It is also wise to provide an emergency contact with copies of medical insurance information/cards and a Power of Attorney that legally authorizes him/her to seek medical care in the event that a parent is unavailable.

See the Medication Policy for the school’s guidelines for administering medication to a student at school.

3.14 MEDICATION POLICY

Creation Village World School follows the recommendations of both the National Association for the Education of Young Children (NAEYC) and the American Academy of Pediatrics.

Creation Village World School requires that parents/guardians assume the responsibility of administering any necessary medications their child may require and informing the teaching staff what they have been given prior to drop-off. We further expect that the first dose of any new medication given at home be observed at home so that side effects (i.e. drowsiness, diarrhea etc.) can be identified and communicated to us prior to care. We discourage use of “over-the-counter” medications that only treat symptoms of illness, when a day or two of rest at home might be what is needed most.

This said, we do realize that during the long school day we may need to administer some medications in your absence, with a written doctor's note describing the procedure for staff. Prescription medication will only be administered on the written order of the child's physician and must be in the original container with the child's name, the name of the drug and directions for its administration and storage on the label. All nonprescription oral medication must have advance written permission from a physician as well as guardian consent (e.g., cough syrup, Tylenol®). All the appropriate tools to administer the medicine are required; if the tools are not given to the staff with the medicine the person administering the medicine will not be able to give it to the child.

Medication administered in our school:

- **Completed Medication Card** - Requires parent/guardian to complete and sign the CVWS Medication Form and hand it directly to the front desk together with the medication and an administration device (spoon, cup) with clearly marked measurements, if in liquid form.
- **Original Medication Container** - Requires that all medication must be in the original, child-proof container and every item must be labeled with child's name.
- **Stored out of Student Reach** - Requires medication containers and dispensers will be stored out of the reach of children and in a lockable cabinet/container, or refrigerator if necessary.
- **Maintain Written Records** - Requires a written record of administration times, amount given and confirmation to the parent that the medication was given.
- **Medication Administered as Prescribed** - Requires prescription medication to be administered in accordance with the pharmacy label directions as prescribed by the child's health care provider. Instructions from the child's parent/ guardian shall not conflict with the label directions as prescribed by health care provider. If possible, parent/guardian should provide patient information sheets, available at the pharmacy, for each prescribed medication listing side effects and what to do if a dose is forgotten.
- **Written Procedures for Special Medications** - Requires special medications authorized by a health care provider's order for acute or chronic conditions such as allergic reactions and asthma should, in addition to the above, be accompanied by a written plan of administration, as well as step by step procedures for staff to follow in identifying reactions to be alert for in the child's behavior or physical condition. (Special Community Care Licensing (CCL) forms for nebulizer/inhaled medications are available for parent/guardian to complete at the school.)
- **Permission Required for OTC** - Requires that non-prescription **over-the-counter (OTC) medications only be administered with approval or written instruction from the child's healthcare provider. The health care provider can provide this approval by fax or phone call to the school if necessary. OTC medications will only be dispensed in accordance with the product label directions. Instructions from the parent/guardian shall not conflict with above directions.
- **Exception:** Sunscreen, diaper creams and insect repellent which will be administered with the advance written and dated permission of parent/guardian. The child's name must also be labeled on these items.

When no longer needed by the child, or when the child withdraws from the program, all medications should be returned to the child's parent/guardian or disposed of after an attempt to reach parent/guardian.

3.15 ACCIDENTS AT SCHOOL

Students are required to report all accidents to their teachers immediately. If an accident occurs outside of a classroom playground, hall, etc., it should be reported to the nearest teacher or yard duty aide.

If a child becomes sick or is injured while at the school, parents will be notified immediately. If your child needs immediate medical attention and you cannot be reached by phone, a staff person will call 911 for immediate medical attention. It is important that you provide us with an up-to-date list of contacts for people who are available to pick up your child in case of emergency, listed on a current emergency card. For your child's health and safety, it is important that you notify us immediately if there are changes during the year in your work or home phone numbers or contact information for others listed on the emergency card.

In the event of a major disaster, parents may not be able to contact the school by phone. Staff will remain with the children at the school until they are picked up by you or an adult designated on the emergency card unless they have been evacuated from the school. Fire and safety drills are conducted regularly with the children so they will know how to respond and follow instructions in emergency situations. Please become familiar with the evacuation location listed in your classroom in case of relocation of the school.

The procedure for notifying families if severe weather or conditions prevent the facility from opening on time, or at all, will be sent via email, our communication apps, and posted at the location. If it is necessary for the facility to close early, it is the family's responsibility to arrange for the child's pick-up. There is no reduction in tuition as a result of school inclement weather.

In the case of a major emergency (such as broken bones, puncture wounds, etc.), the child's guardian will immediately be called. As necessary the child may be taken by ambulance to the nearest emergency medical facility. Health forms on file include child and guardian information, emergency numbers when guardians cannot be reached, and a medical release to seek treatment if guardians cannot be reached.

3.16 CHILD ABUSE REPORTING

In order to ensure the well-being of the children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Florida statute for mandatory reporting. We do not have discretion in this matter but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. Staff is not allowed to comment to guardians, other staff, or any other persons on the subject of reported child abuse. Guardians may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF.

INFORMATION AND POLICIES RELATED TO THE SPIRIT (RELATIONSHIPS WITH OTHERS)

3.17 HOME SCHOOL COMMUNICATION

An important component to a child's success in school is regular communication between the school and home. The school communicates in a variety of ways. These include the following:

- Student Portfolios
- Student Planners
- Toddle
- Toddle
- Grade Reports issued each quarter via Toddle
- Grade/Behavioral Reports - included in each report card per quarter.
- Telephone conferences - made by teachers, counselors, or administrators
- Personal conferences - initiated by either the home or the school
- Creation Village World School e-mails to all parents or specific grade levels
- Classroom Newsletter
- Website - www.creationvillage.com
- Social Media

TADS – Enrollment and Tuition

TADS provides our admission, enrollment, and tuition.

- Tuition and Billing - <https://secure.tads.com/Accounts/Login.aspx>
- Parent's Guide: <http://www.tuitionaid.com/resources//Training/EducateforParents.pdf>

TADS Support

- Parent Portal – smsportal@tads.com
- Tuition & Billing - 800.477.8237

4.1 CONFERENCES

Parents are encouraged to contact their child's teacher at any time during the school year if they desire information on their child's progress or behavior. An appointment with the teacher may be made by sending a note on Toddle, Toddle, sending an e-mail, or by telephoning the school (407) 900-2582. Appointments will be made for the hours before and after school. Teachers' home telephone numbers are not provided by the office. Parents and students are asked to refrain from calling teachers at home.

Instructional time will not be interrupted, including right before class starts and right after class ends. Formal parent conferences are held five times a year. The first conference is scheduled for parents and teachers to understand the baseline of the year for all students and the third is to review growth and understanding of the student's progress. The remainder of the conferences occur quarterly and provide a formal update for the student's portfolio and progress.

4.2 CHAPELS

Special chapels will occur throughout the year and CVWS will provide location and times prior.

4.3 PARENT ASSOCIATION / EVENT COMMITTEES

Creation Village World School Parent Association (PA) is a partnership between school and families to enrich the educational experience our students.

The PA provides programs, activities and fundraising events that support both financially and in spirit the mission of Creation Village World School. All with the purpose to encourage participation, unity, and a sense of community among the parents, students, faculty and staff of CVWS.

We encourage our families to be involved and help us to continue to create lasting and rewarding programs and events at our school. Please consider volunteering for one of our committees, it's a great way to get involved and be a part of our community.

Creation Village World School leadership chairs each committee providing direction and guidance for planning and organizing events and activities. Volunteer work in a committee might include communicating and coordinating with teachers, staff, families, outside vendors for events; supplying prizes, beverages, and food; setting up; cleaning up; and creating new parent led events all to help bring our activities to life!

- Parent committees are event specific vs one group overseeing the full year of events
- Each event committee will not only be involved in the planning of the specific event, but also will serve at the volunteer base for the event

CVWS provides guidelines and resources from previous years for maximum efficiency and effort.

A list of example event committees are below:

- Harvest Festival
- Thanksgiving Family Day
- Christmas Concert
- Fun Run
- Hearts for Arts Showcase
- Science Fair
- Spring Musical
- End of Year Luau

Parent Association meetings and committee meetings are held regularly throughout the year. Parents who are interested in volunteering for a committee can fill out the online interest form, and CVWS leadership will select the committee members.

In addition to our committees, parents are also encouraged to volunteer in their student's classrooms. Volunteers will work with the classroom teacher to coordinate and fundraise for class wish lists and help organize room celebrations and classroom activities as opportunities become available.

4.4 VOLUNTEERING

Parents are encouraged to be as involved in Creation Village World School as possible. By volunteering, parents help build community while providing valuable services to CVWS. The talents,

services, and generosity which families generate on behalf of CVWS benefit both students and the school community as a whole. Openings for family volunteering will be communicated as opportunities become available.

4.5 CODE OF CONDUCT

Creation Village World School is a community of individuals bound together by our honor code which is founded on trust and respect for one another. The standard of conduct at Creation Village World School is based on the belief that personal character and ethical standards must come from within the individual. Each student must accept this responsibility to the school community of fellow students, faculty and staff, parents, and most importantly, to self. Student responsibility is leveled per grade based on age-appropriate responsibilities. At the beginning of the year the classroom teacher will communicate these responsibilities to the families. Several general expectations are outlined below:

CVWS seeks to maintain a safe and orderly academic community as well as to help individual students and their families confront behavior that may be symptomatic of other difficulties. With these concerns in mind, the school employs a variety of counseling, disciplinary, and administrative responses.

CVWS is a school that values the individual as well as the group. The IB Learner Profile is our guide for behavior. You are expected to use our facilities and materials with respect and treat others kindly. It is our expectation that you will develop and exercise self-discipline.

When any direct information reveals that a rule or code violation has harmed someone else (e.g., violence, stealing, harassment, providing prohibited substances), it will necessitate intervention of a disciplinary nature.

4.6 ACADEMIC HONESTY

We want to encourage you to inquire and to think critically and creatively. You will be asked to give shape to what you think through oral discussion, presentations, visual representations, and multiple forms of writing. When doing so, it is important you make explicit how you have constructed your ideas as well as what views you have followed or rejected. The Learner Profile and the attitudes are the basis for the development of academic integrity in our students.

- You must take responsibility for your own work.
- You must work individually unless otherwise instructed.
- You must recognize the difference between individual work and group work.
- You must give credit to other people working in your group.
- You must not copy other people's work.
- You must follow reference sources according to bibliographic formats for your grade.
- You must use information technology and library resources responsibly.
- You must know that the purpose of an assessment, summative or formative, is to show what you know, understand, and can do and must provide your own work.
- Each group member takes responsibility for his or her roles/tasks and ensures that the other members of the group understand the task and their responsibilities.
- When a product is required from a group, the product should reflect each member's

contribution.

- Each student's work should be explicitly acknowledged.
- Each student can reflect on his or her participation and the participation of the other members of the group.
- Students can reflect on the group's processing and communication.
- Students will always appropriately give credit to any outside research used to inform their product.

4.7 DISCIPLINE PROCEDURES

Each grade level establishes an effective and clear, age-appropriate classroom discipline policy in conjunction with our School Discipline Policy. ([Please see Discipline Policy and Procedures Addendum.](#))

Teachers will explain these expectations to all students. At the beginning of the school year, teachers will communicate to parents the grade-level expectations and discipline policy. Teachers are expected to deal with the majority of disciplinary matters at the classroom level. Teachers, and, if necessary, the administration, will determine the method and severity of punishment for misbehavior.

Equity, love, and respect for the individual and for the larger student body are the motivation for all discipline at CVWS. Biblical principles guide all disciplinary actions, which may include private and public apologies, damage restitution, and the restoration of broken fellowship. Students must respect the school campus and the property of others. Any student who defaces or destroys the property of others will be held financially responsible for reparations in addition to the established consequences.

If, in a teacher's judgment, a student's conduct becomes distracting enough to warrant correction, the teacher should speak with the student, deliver appropriate consequences, and document the incident. If misbehavior continues, the teacher may send the student, accompanied by an aide, to see the Head of School. A phone call or an email will be sent to the child's parents from the Head of School following a discussion with the student.

If a student is disrespectful, hitting, biting, stealing, lying, or belligerent, the teacher will send the student, accompanied by an aide, to see the Head of School for conferencing and communication with the student's parents/caretaker.

If a student misbehaves on a consistent basis, a conference will be set up with the parents to discuss appropriate consequences. A probationary period will be discussed, and the student will have a specific amount of time to show improvement in behavior. If the student's behavior does not improve during this probationary period, it may result in the expulsion of the student from Creation Village World School.

4.8 INTIMIDATION, THREATS, AND HARASSMENT

Bullying, tormenting, threatening, intimidation, and/or any form of sexual harassment, whether verbal, written, or electronically transmitted from school or home, will not be tolerated. This includes a pattern of actions or statements directed at an individual or group that are intended to ridicule or to demean the individual or group, and/or actions that put an individual in fear of bodily harm or

causes severe emotional distress. Threats also include actions taken by a student towards the school buildings or facilities. Creation Village World School seeks to nurture a community attitude whereby the student body comes to the aid and support of those “bullied” and in this way dissipate the bully’s power and hopefully the negative behavior.

4.9 PLAYGROUNDS AND GARDENS

The school’s focus is to create a sense of belonging and significance and to provide each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration, or to endanger his or others' health/safety/property. All rules and regulations are developed and enforced with these thoughts in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented regardless of location.

Safety rules for playground/gardens are as follows:

- Students must always keep shoes on while at school.
- Students are not to throw dangerous objects such as rocks, dirt, or limbs from trees.
- No forms of tackle or "gang up" games are allowed.
- Students are not to push, shove, or engage in rough play while on any piece of equipment or to play around equipment.
- One student at a time, seated, and facing forward, going down the slide.

4.10 CELL PHONE POLICY

Creation Village World School student’s cell phones, tablets, and any other personal electronics should be turned off and must be stored in their bag during the school day.

4.11 CLEAN AND HEALTHY CAMPUS

Much of the spirit and reputation of a school is reflected by its appearance. Creation Village World School prides itself on being a clean school that provides a pleasant and healthy learning environment for all. We are all stewards of the campus. Accordingly, everyone needs to do his/her part by making sure his/her trash is deposited in the trash containers provided.

WAIVER, RELEASE OF LIABILITY AND ACKNOWLEDGEMENT OF RISK

In consideration of the services of Creation Development Foundation, Inc., a Florida nonprofit corporation (the “Company”) and its affiliates, members, agents, contractors, employees, volunteers, participants, lessors, insurers, and all other persons or entities acting in any capacity on their behalf (together with the Company, hereafter collectively referred to as “Releasees”), I agree to release and discharge Releasees, on behalf of myself, my successors, children, parents, guardians, heirs, assigns, personal representatives and estate (hereafter collectively referred to as the “Releasers”) as follows:

In consideration of my child attending Creation Village (“CV”) and being allowed to participate in the activities and programs established by or on behalf of CV and the Company and to use their facilities and equipment, in addition to the payment of any fee or charge, I and the Releasers do hereby waive, release and forever discharge the Releasees from any and all claims, demands, rights, liabilities and causes of action of any kind or nature, known or unknown, including without limitation, any claims, demands, rights, liabilities or causes of action that may arise out of acts of passive or

active negligence or any action or inaction on the part of the Releasees, related to my or my child's presence on, any participation in any activities at, or use of any equipment or materials that is made available by CV or the Company or is located at, any facility owned, operated or used by CV or the Company.

I understand and am aware that the various classes and activities offered by CV and the Company are potentially hazardous and dangerous for my child (i.e. playing on a playground, using art supplies, other outdoor activities, etc.). I also understand that risks include but are not limited to cuts, scrapes, bruises, etc. I also understand the risk could even include the death of my child and I am voluntarily choosing to allow my child to participate in these classes and activities. Without limiting the generality of the release contained in paragraph 1 above, I hereby, for myself and on behalf of my child, expressly assume and accept any and all risks of injury or death that may result in connection with my child's participation in any activities at any facility owned, operated or used by CV or the Company.

I agree that the Releasees shall not be held liable or responsible in any way should I or my child be injured while I or my child are present on, participate in any activities at, or use any equipment or materials that is made available by CV or the Company or is located at, any facility owned, operated or used by CV or the Company. I hereby agree to indemnify the Releasees from any lawsuits, claims, damages, including costs of attorney's fees, incurred as a result of or in connection with (i) my or my child's use of any equipment or materials made available by CV or the Company, or located at any facility owned, operated or used by CV or the Company, and (ii) my or my child's presence on, use of, or participation in any activities at, the facilities owned, operated or used by CV or the Company.

I hereby acknowledge that the Releasees have made no representation or warranties with respect to the condition, use or maintenance of any facility owned, operated or used by CV or the Company or any equipment or materials located on such facilities, or any results associated with CV's or the Company's services.

I understand that this Agreement is a contract, and I am entering into it and providing the releases of liability contained herein knowingly and voluntarily and without any coercion. I also acknowledge that I have had a reasonable period of time within which to consider this Agreement and the release contained herein prior to signing it. I understand that Releasees are relying upon this Agreement in permitting my child to use CV's and the Company's facilities, equipment and materials located therein, and that this Agreement shall remain in full force and effect forever. I understand that this Agreement constitutes and contains the entire agreement between me, and the Company concerning the subject matter of this Agreement and supersedes all prior negotiations, agreements or understandings between us concerning any of the provisions of this Agreement. If any portion of this Agreement is found to be unenforceable, the Company and I desire that all other portions that can be separated from it, or appropriately limited in scope, shall remain fully valid and enforceable. I agree that the venue to any legal action rising out of, concerning, or involving this Agreement will be held in Osceola County, Florida. I also understand and agree that this Agreement will remain in full force and effect forever and will apply to any and all visits at any facility now or in the future owned, operated or used by CV or the Company in connection with its services.

I agree that should any party sue for a breach of this Agreement; the prevailing party shall be entitled to reasonable attorney's fees and costs associated with the breach. I FURTHER AGREE THAT

SHOULD ANY LEGAL ACTIONS BE FILED, ONE AGAINST THE OTHER, AT ANY TIME IN THE FUTURE, EACH PARTY HERETO AGREES TO WAIVE TRIAL BY JURY.