



Enrollment at Creative Inspiration Journey School (CIJS) is a choice. Participation in this unique approach to learning is not a requirement, but requires a healthy working partnership between the school and every parent. In order to maintain a productive positive environment, as partners, we agree to the following:

CIJS Will:

- Provide the highest level of educational services inspired by Reggio Emilia while fostering an awareness of environmental concerns.
- Provide an early childhood educational program that will establish and foster an environment where children love to learn through self-discovery, imagination, and creativity while interacting with others in a friendly and safe atmosphere. Our environmentally conscious and natural surroundings integrate the “Green Philosophy” that we implement on a daily basis. The curriculum is well-balanced and designed to foster each child’s growth in social, physical, cognitive, and emotional development. It allows room for child-directed and teacher-directed activities that utilize critical thinking skills, communication and collaboration. We believe children are competent, resourceful, inventive learners, capable of co-constructing knowledge while fostering their natural talents. We embrace a collaborative partnership inclusive of the community, parents, teachers and students.

Parents and Students Will:

- Assure their child regularly attends the full academic day, only missing academic days due to an emergency, illness, or other excused absence. Repeated unexcused absences are not acceptable and could result in the non-promotion or non-reenrollment of the student to the next academic grade.
- Promptly report and explain any absences, whether excused or unexcused.
- Drop off and pick up students on time. Repeated unexcused tardies and/or unexcused early releases are not acceptable.
- Deliver all notes, notices, and papers necessary to document attendance to CIJS' receptionist or the student's assigned teacher.

CIJS educates students in a carefully thought out project-based method of instruction. When students do not attend school on a regular basis, rhythm is disrupted, lessons cannot be replicated, and missed work becomes a burden to complete, while staying caught up on current assignments. Each day of school is part of a sequential learning process and CIJS strives for 100% attendance with the exception of limited excused absences as noted herein.

Regular attendance is necessary for multiple reasons including, but not limited to the following:

- Attendance is mandatory by law. See Florida Statute § 1003.26-Enforcement of School Attendance.
- The school year will consist of 176-180 days. Florida Law requires that a written excuse signed by a parent must be submitted for each absence and the specific reason for the absence must be stated before the absence can be excused.
- CIJS must legally verify absences regardless of reasons and whether such absence is excused or unexcused.
- Regular attendance shows a commitment by the family to CIJS and to the student’s education.
- Regular attendance helps to ensure that each student can reach his/her full potential.

In order to comply with Florida Statute § 1003.26, CIJS has implemented the following policies which each parent and student is obligated to comply with.



Excused Absence

Absences for the following reasons will be considered excused. Work that can be made up, must be made up in these cases with no grade penalty. Teachers will give make-up tests and assignments (if applicable) only when absences are excused:

- Illness or situations when a physician recommends a student miss school;
- Medical, dental, optometric, or chiropractic appointments which cannot be scheduled outside the school day;
- Court ordered absences;
- Death in the student's immediate family;
- To spend time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position; and/or
- Other unusual circumstances when approved by the School Principal, IPS or his/her designee and requested in advance if the following has been satisfied
 - The student has had few absences and absences are not common;
 - The student has satisfactory grades and has kept up with current work; and
 - Missed work is submitted to the teacher the day of return to school.

*** If excused absences become excessive, CIJS will follow the same procedures below as if the student was Unexcused from CIJS.**

Make-Up Work

Again, please remember that because each day of school is part of a sequential learning process, much of the work cannot be replicated or made up when absences occur. However, when a student is absent, and assignments can be made up, the following will occur:

The student will be given an equal number of days to turn in all his/her make-up work and take all of his/her tests/ quizzes. Students not turning in make-up work and taking make-up tests/quizzes within the allowed time frame could subject otherwise prior excused absences into unexcused absences or subject to the student to other policies regarding homework and grades.

If a test or other work was assigned while the student was in school, the student must be prepared to take the test or turn in the work on his/her return. If the student was absent when the test or assignment was made, the teacher will allow for a rescheduling of the test or work. In order to receive semester credit, students absent during exams must make up exams to receive final grades.

In all grade levels, it is the responsibility of the parent/student to secure all make-up work assignments and deadlines and adhere to them. Parents are encouraged to secure their child's assignments if the absence appears to be more than one (1) day. Requests for make-up work must be made to the teacher by the parent and requested within a reasonable time frame. CIJS is not responsible for sending home assignments that have not been requested by parents nor is CIJS expected to compile the assignment same day. The teacher will be permitted 24-48 hours to gather the requested material (if available, since much of it is hands on).



Unexcused Absence

Absences for the following reasons will be considered unexcused, but not limited to:

- Vacations;
- Transportation problems;
- Appointments for non-essential activities; All non-emergency absences;
- Absences for the sake of a parent or student (ie. Skipping school, parents allowing older students to remain home to baby-sit, sleeping in after a late return from a school event the night prior).

Tardy to School

Students who arrive at school after the start of the school day are considered tardy. Tardy students must come to the office where they will be marked tardy and receive a pass that will permit them into the classroom. If a pattern of late arrival develops, administration will schedule a parent conference at which additional measures for compliance will be discussed and during which placement at the school and/or other additional actions may be considered.

Excessive Tardies and/or Early Departures will follow the same procedures as Chronic Absenteeism

- Three (3) tardies and/or early dismissals shall be equal to one (1) absence

Excused tardies are those that are verified in writing by the Principal, IPS and/or his/her designee.

Leaving Early/Early Departure

Students leaving school before the end of the school day must be picked up in the office and officially signed out. Generally, we discourage pick up before the school day ends. It is important to honor every class and all instructional time at CIJS. If a pattern of early departure develops, administration will schedule a parent conference at which additional measures for compliance will be discussed and during which placement at the school and/ or other additional actions may be considered.

Please note, CIJS will send students home early from school for certain illnesses/injuries, including, but not limited to: student's temperature is 100.5 degrees or higher, vomiting, pain in the chest or stomach, fainting, nits or lice found in hair, injury other than minor cuts or bruises, etc. Please have current emergency contacts listed on your child's Emergency Forms. Please contact the school immediately if these numbers change during the year.

Procedure for Excessive Absences

If a student is continually sick and repeatedly absent, he or she must be under the supervision of a physician in order to be excused from attendance. Excessive unexcused absences will lead to a parent conference, referral to social work services, referral to Truancy Court, and the involvement of the State Attorney.



By State law, any student missing more than ten (10) days per semester will find his/her credits for the semester's work in jeopardy. **In addition to the state law, CIJS has implemented a policy that states, upon the accrual of fifteen (15) absences per year; students may potentially not be re-enrolled the following academic year at CIJS. CIJS also reserves the right to remove any enrollment preferences for the student in the event the student accrued fifteen (15) absences in any given academic school year. Additionally, the student's grade level promotion may be in jeopardy. He/she may not be promoted or graduate to the next academic grade for violation of CIJS' and/or State law absence policies.**

The following procedure will be followed to manage Absences:

- 5th Absence – A staff or faculty member will call the family to verify the student's absence and a notice of excessive absences will be sent home and placed within the student's cumulative record. The School Principal, IPS or his/her designee will notify the parent that if fifteen (15) unexcused absences occur, the student's grade level promotion may be in jeopardy and he/she may not be promoted or graduate to the next academic grade for violation of CIJS' and/or State law absence policies.
- 10th Absence - Upon reaching ten (8) unexcused absences, the parent/guardian will receive a notification letter and will be required to meet with the School Principal, IPS or designee. The letter will also inform the parent/guardian that the student may not be permitted to re-enroll the next academic year if the child reaches fifteen (15) days of unexcused absenteeism and CIJS may not be able to promote the student to the next academic grade.

***It is CIJS's intent to identify and remove all barriers to the student's success and will explore every possible option to address student attendance issues with the family.**

The School Principal, IPS or designees will discuss the absence problem with the parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

- 15th Absence- The student may not be re-enrolled the next academic year **In the event that such absences are in whole or in part to the parent's failure to maintain attendance, CIJS also reserves the right to remove any enrollment preferences for the student in the event the student accrued fifteen (15) absences in any given academic school year.**
- Parent Appeal Process
 - The parent may contact CIJS Board President via email as noted on CIJS's website. The Board President will bring the item to a public board meeting and the governing board, by majority vote will make the final decision, with all relevant privacy considerations for student records taken into account.
 - Failure of a parent to enroll the child in manner in compliance with this Policy and State law shall constitute noncompliance with the compulsory attendance requirements of Florida Statute § [1003.21](#) and may result in criminal prosecution under Florida Statute § [1003.27](#)(2).

Procedure for Excessive Consecutive Absences or Within the Same Trimester

CIJS will use the contact information provided by the parent/guardian in the registration packet to contact families if students are absent for three (3) consecutive days without a valid excuse or five (5) days within



the same trimester. The School Principal may issue a letter informing the parent/guardian of CIJS' intent to hold back the student and/or the student may not be re-enrolled the next academic year.

Procedure for Chronic Absenteeism

Students who have excessive absenteeism may be asked to attend a meeting with the School Principal, IPS or its designees to determine what steps might be necessary to resolve the attendance issues and/or support the student during excused absences. Steps may include the implementation of, but not limited to:

- A Student Study Team;
- A School Attendance Review Team;
- Requirements to excuse further absences;
- Home/hospital instruction (if applicable);
- Transitioning student into Independent Study; and/or
- The SRO officer may be sent to the home when students have excessive absences to encourage school attendance

Student Name: (First & Last) _____

Teacher _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date