

Student: _____ Grade: _____ ID#: _____

MATER GARDENS ACADEMY CHARTER SCHOOL

A Miami-Dade County Public Charter School

PARENT CONTRACT

School Rules, Policies and Procedures

I. Students of Mater Gardens Academy Charter School, location number 0312, are Miami-Dade County Public School (MDCPS) students.

II. Attendance

“There are probably no factors more important to successful school progress than regular and punctual school attendance. Students who are tardy or absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school,” as stated in School Board Rule [6Gx13-5A-1.04](#), Student Attendance-Specific Responsibilities.

a. Excused Absences

i. School Board Rule 6Gx13-5A-1.04, Student Attendance—Specific Responsibilities defines “Excused Absence as:

1. Student illness
2. Medical appointment
3. Death family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed
5. School-sponsored event or activity previously approved
6. Educational or enrichment activity that is not a school sponsored event, as determined and approved by the principal or the principal’s designee
7. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal of the principal’s designee.

ii. As stated in the School Board Rule 6Gx13-5A-1.04, on the day the student returns to school, parents must send a note explaining the reason for their child’s absence. A maximum of 10 handwritten notes will be accepted per school year. Once the limit for handwritten notes has been exceeded, a referral will be issued for every 3 absences that proceed, if not accompanied by a doctor’s note.

b. Unexcused Absences

i. For every 3 unexcused absences, a student will receive a referral. Please note that any absence that cannot be define as an excused absence, as listed above, will be mark as an unexcused absence.

c. Tardiness

i. A tardy is defined as any student arriving in his/her classroom after the beginning of a session. Thus, any student that arrives to his/her classroom after the 8:30 am bell is to report to the office to obtain a tardy pass. After 5 tardies, a student will receive a referral.

d. Early Dismissal

i. Students, who will be dismissed early, need to provide proof to the school’s secretary of a medical/dental appointment that same school morning. For every 10 early dismissals, a

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student will receive a referral. Please note that **no students will be dismissed 30 minutes prior to the end of the school day.**

e. Excessive Consecutive Absences

- i. Students may not miss more than 10 consecutive school days unless for medical reasons. The referral process will be applied to these absences.

III. School Hours

a. Arrival Time

- i. Elementary grades K – 5th
 1. 8:00 am - 8:25 am

b. Dismissal Time

- i. Elementary grades K – 5th
 1. 1st – 5th grade dismisses at 3:00 pm on Mondays, Tuesdays, Thursdays and Fridays.
 2. Kindergarten dismisses at 2:00 pm everyday.
 3. On Wednesdays, grades K- 5 will dismiss at 2:00 pm
- ii. A late charge of \$1 per minute will be issued for each student who has not been picked 15 minutes after the designated dismissal time. Please note that all late charges must be paid prior to the last day of school in order to register your child for the upcoming school year.

IV. Arrival and Dismissal Procedures

a. Arrival

- i. Elementary grades K- 5th
 1. All students arriving at school between the hours of 8:00 am – 8:20 am are to be dropped-off in the cafeteria. Due to fire hazards and the capacity constraints, NO parent are allowed in the cafeteria. All cafeteria tables will be labeled and color-coded. Please see APPENDIX A for a detailed layout of the cafeteria arrival procedures.
 2. Any child arriving prior to 8:00 am will not be under the supervision of the school unless enrolled in before care services. If you would like to enroll your child in before care, please see Ms. Dulce Madera in the main office.
 3. Please note that any car parked to the north or south side of the building in the drop-off/pick-up lanes may receive a citation from the police. Furthermore, parking your car in these areas will result in your child receiving a referral for every time a car is found out of compliance.

b. Dismissal

- i. Elementary grades k-5th
 1. In order to ease pick-up procedures a color-coded decal has been assigned to each grade. The purpose of this decal is to distinguish among the cars that will be coming to pick-up children at our school. Please hang the decal on your rearview mirror before entering the drop-off/pick-up driveway, designated to the south side of the building. If you have more that one student to pick-up please make sure that all decals are visibly placed on the car's dashboard. In APPENDIX C you will find more detailed information on the pick-up process.

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V. Instructional Books, Materials and Supplies

- a. Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Please see your child's classroom supply list for the specifics required for class. Please note that if your child continues to be unprepared for class, he/she will receive a referral.
- b. Please be advised that non-school items, such as, but not limited to toys, cellular phones, electronic devices, and rolling shoes are not permitted in school. These items will be confiscated by the teacher and will be kept until the end of the school year.
- c. A \$100.00, per book, replacement fee will be charged to students who return books that are severely damaged or do not turn in books due to misplacement or theft. Failure to pay replacement fee, before the end of the school year, will result in non-registration for the following school year.

VI. Unpaid Fees

- a. Any fees accrued by a student, including but not limited to, unpaid lunch balances, lost books and/or materials, athletic department fees, before and/or after school fees, etc. are to be paid in full prior to the student's registration for the following school year. Any unpaid balances may result in non-registration for the following school year.

VII. Home Learning Policy

- a. Homework must be completed on a daily basis. After 3 incomplete homework assignments, a student will receive a detention, after 3 detentions the student may receive a referral. Please note that incomplete homework is defined as any assignment, part or whole, not finished.

VIII. Mandatory Tutoring

- a. Any student who scores in the lowest 25th percentile and/or receives a level 1 or 2 on state exams, including but not limited to, Stanford Achievement Test, 10th edition (SAT-10) and Florida Comprehensive Assessment Test (FCAT) from the previous school year, must take part in the school's intervention tutoring program. Non-compliance in the intervention tutoring may result in non-registration for the following school year.

IX. Transportation

- a. Transportation must be provided or arranged by the parent/guardian. The school is not responsible for any transportation to and from school within 2 miles of the school or 4 miles past the school grounds. If you would like a listing of private bus companies authorized by M-DCPS, please visit, <http://dot.dadeschools.net> .
- b. For safety reasons, only students in grades 2 to 6 are permitted to walk or ride a bike to and/or from school unsupervised. Younger students must be accompanied by a parent or older, responsible sibling. Students who fail to follow bicycle rules will not be permitted to ride their bikes to school. All students riding bicycles to school are expected to follow the basic safety rules delineated in the *Permission to walk or ride a bike to and/or from school form* in APPENDIX D. In addition, this form must be completed and turned in to the teacher on or before the day your child is to walk or ride a bike to and/or from school.

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X. Uniforms

- a. Students are required to wear the proper uniform. If a student is found out of compliance with the uniform policy, he/she will be sent to the office and the parent/guardian will be notified. The student will not be able to return to class until the proper attire is brought to school. Please note for every 3 times a student is found out of compliance with the uniform policy, he/she will receive a referral.
- b. On Fridays, students have the option of wearing jeans for \$1. If a student chooses not to bring a \$1, he/she may wear the regular uniform to school. Please note that no shorts, skinny jeans or capris made of jean material are permissible. For every 3 times a student wears jeans without paying the \$1, he/she will receive a referral.
- c. Uniforms are to be purchased from *All Uniforms*. Please see APPENDIX E for a more detailed explanation of the required uniform. Please be advised that if you choose to purchase the uniform at a location other than *All Uniforms*, you run the risk of purchasing the incorrect attire.

XI. Volunteer Hours

- a. Parents/Guardians are required to volunteer their time both at school and at home. The required amount of hours is **30 hours per child, but no more than 90 hours per family**. Please note that if hours are not completed prior to the end of the school year, this may result in non-registration for the following school year.
- b. Some suggestions for completing the volunteer hours include, but are not limited to: Attending field trips, being a room parent, developing a learning center, working with students in small groups, organizing special events, telling stories, making educational games, assisting a teacher, participating in school activities, donating school supplies, etc.
- c. Please be advised that only gift cards from educational stores will be accepted, and must be turned in to the main office. All gift cards turned in to the classroom teacher directly, will not be deducted from the required volunteer hours.

XII. Communication with Faculty & Staff

- a. Communication with parents/guardians is an integral part of our students' success; therefore, we strive to keep the home to school lines of communication open. If you would like to speak to your child's teacher there are several avenues you can take in order to do so which include: sending a note with your child, emailing the teacher, calling the school to leave a message, or stopping by the front office to leave a message. ***Please note that the morning drop-off nor dismissal time is not appropriate moment to conference with your child's teacher.***

XIII. Code of Student Conduct

- a. We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose "character counts". The Mater Gardens Academy Charter's Code of Excellence is a school wide plan, which clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking our code. Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible

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citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe, and productive learning experience. Please see APPENDIX F for a detailed explanation of the Mater Gardens Academy Code of Excellence.

- b. Please be advised that Mater Gardens Academy also follows the MDCPS Code of Student Conduct includes a *Severe Clause* which can be enacted when the student performs any of the following violations such as, but not limited to, fighting, biting, drugs and alcohol, weapons, vandalism, defiance of school personnel, assault, threats of violence, continuous disruptive behavior, etc. Any infraction within the *Severe Clause* will result in the parent/guardian being called to pick-up the student, immediate outdoor suspension and possible withdrawal from Mater Gardens Academy Charter School.

XIV. Referrals

- a. As before mentioned, there are several actions that will result in receipt of a referral. Please be advised that once a student receives 3 referrals for any reason, he/she may not be eligible for registration for the following school year and child will be placed back on the schools lottery system. It is up to the discretion of the principal or principal's designee to retract this rule.

I have read and understood the School Rules, Policies and Procedures of Mater Gardens Academy Charter School. I agree to take an active role in ensuring that my child meets the outlined expectations, as well as myself. I understand that my signature below serves as evidence that I accept the rules, policies and procedures of Mater Gardens Academy Charter School and the consequences of violating any of the rules, policies and procedures.

_____	Date	_____	Date
Parent/Guardian Print Name		Parent/Guardian Print Name	
_____	Date	_____	Date
Parent/Guardian Signature		Parent/Guardian Signature	

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Mater Gardens Academy Charter School

Code of Excellence

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose "character counts".

The Mater Gardens Academy Charter's Code of Excellence is a school wide plan, which clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking our code.

Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe, and productive learning experience.

Glossary

Lunch Detention: eating alone

Teacher Detention: being detained by the teacher (time to be determined by the teacher)

Administrative Detention: being detained in the school office (time to be determined by the administrator)

In School Suspension (ISS): to take away the privilege of attending class. Student remains in school and may get credit for work completed during ISS.

Out of School Suspension (OSS): to take away the privilege of attending school for a certain number of days, outside of school. Work missed cannot be made up for credit.

Severe Clause: extremely disruptive behavior results in immediate removal from class to principal's office.

Referral: written warning given to students who have violated the code of conduct. Students who receive three disciplinary referrals may be suspended for three days and will meet with the administration for possible withdrawal from school.

Expulsion: withdrawal from school.

Consequences: a result of one's actions

Discipline: a set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly environment for all students.

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Disrespect: to be rude or discourteous to another person.

Respect: to be courteous to those around you, to show consideration.

The Mater Gardens Academy Charter School's Code of Excellence

- Be honest
- Be kind
- Be respectful
- Be patient
- Be proud
- Be courteous
- Mistakes are okay, as long as you learn from them.

Students who break the code of conduct will receive the following consequences:

Classroom Consequences:

- 1st consequence: Verbal Warning
- 2nd consequence: Time out/Loss of privilege
- 3rd consequence: Parent contacted/Referral note sent home

Administrative Consequences:

- 4th consequence: Student is sent to the principal, parent is called, Administrative Detention is given and student will be placed on a behavior modification chart. **If a student fails to serve any detention given by the teacher and/or administration, a Discipline Referral will be issued to the student to be placed in the student's cumulative/permanent folder.** *Duration of behavior modification chart will be determined by administration.
- 5th consequence: In School Suspension (ISS)/Referral sent home.

Severe Clause: Fighting, Profanity, Disrespect, Possession of Drugs, Alcoholic Beverages, & Weapons. Disruptive behavior will result in immediate suspension from school (OSS). Parent will be called to pick up student from school.

Referrals

Students may be issued referrals for tardies, absences, and/or severe disruptive behavior. If a student receives three referrals in a school year, he/she may be subject to dismissal/withdrawal from Mater Gardens Academy and placed in the schools lottery system. All referrals issued will remain in the students' permanent record.

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Contract for Volunteer Hours

Student: _____ Future Grade: _____

The Mater Gardens Academy Charter School requires parents to provide 30 hours per student but not more than 90 hours per family of volunteer time/parental involvement each school year. Volunteer hours can be arranged between you and the teacher, or the school. You can share your time by helping while you are at home or at school. Here are some suggestions for the 30 hours:

- Be a room parent
- Go on field trips
- Develop a learning center
- Tutor students
- Organize special events
- Tell/read stories
- Make educational games
- Assist classroom teacher
- Donate classroom/school supplies
- Participation in school activities
- Cafeteria Monitor
- Hall Monitor

Please note that the 30 hours must be completed prior to the last day of school of the current school year. Failure to complete the hours may result in non-registration for the following school year.

Parent Signature

Date

Student _____ Grade _____ ID# _____

Permission to Photograph or Videotape

Photographs or video of classroom activities will be taken throughout the year and may be published in our school web site, public newspapers, and in any advertising the school may have.

Photographs or video and depictions of student work add much interest and visual appeal to our school web site and assist with the understanding of activities and programs. Since the Internet and newspaper are public forums accessible by all, parental permission is required.

Please note that your child's full name may be posted on such mediums when he/she is recognized for accomplishments or participation in events.

I grant permission for my child's photograph and /or video or depictions and name to be included in the school web site and for any advertising the school may do.

Date

Parent Signature

Permiso de Fotografiar o Gravar vides

Durante el año, se llevarán a cabo algunas actividades de fotografía o video en los salones de clase y podrían ser publicados en la página Web de nuestra escuela, periódicos públicos, o en cualquier tipo de publicidad del colegio.

Fotos, videos, o muestras de trabajo de los estudiantes agregan mucho interés y atracción visual a nuestra página Web, en nuestras actividades escolares, y en nuestra publicidad. Dado que estos medios de comunicación son público, se necesita el permiso de los padres antes de que estas fotografías, videos o trabajos sean publicados.

Por favor, note que el nombre completo de su hijo(a) será colocado para identificar un evento educacional.

Yo doy permiso para que la foto de mi hijo(a) se use en el Web de la escuela, la televisión, o en periódicos públicos o cualquier publicidad del colegio.

Fecha

Firma del Padre/Madre

Mater Gardens Academy Charter School

PERMISSION TO WALK OR RIDE BIKE HOME

Mater Gardens Academy is dedicated to increase health awareness in our students. In addition, Mater Gardens Academy has the great fortune of being located in the middle of the community of which its students reside. Therefore, as per our Wellness Policy, students are encouraged to walk or bike to school in order to increase their fitness levels, simultaneously decreasing transportation pollution, and congestion.

For safety reasons, only students in grades 2 to 8 are permitted to ride bicycles or walk home unsupervised to and from school. Younger students must be accompanied by a parent or older, responsible sibling. Students who fail to follow bicycle rules will not be permitted to ride their bikes to school. All students riding bicycles to school are expected to:

- Follow basic safety rules
- Lock bicycle when parked at school
- Keep bicycle in good working order
- Walk bicycle on and off school grounds

Please be advised that Mater Gardens Academy Charter School will not be liable if a bicycle is lost, stolen or damaged on school grounds.

My child, _____, has permission to walk or ride his/her bike to and from school each day. I understand that I am releasing Mater Gardens Academy Charter School of any liability once my child has been dismissed from school.

Parent Signature

Date