



“Home of the Bears”

Mater Lakes Academy Middle/High School  
A Miami Dade County Public Charter School  
17300 NW 87<sup>th</sup> Avenue  
Miami, FL 33018  
(305) 698-8000

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**Mr. Rodriguez**  
**krodriguez@materlakes.org**

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**\*REMEMBER\***

**Please sign the attached form, stating that you have read and understand the terms of this contract. *Please keep the information pages for your own records and use.* Please return the signature page only - due the first week of school.**

**THANK YOU!**

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It is important for parents and students to sit down together and read and discuss the information provided in this document. Please sign and date the attached form. **Please email me if you would like to schedule a conference with me.**

### **GENERAL PROCEDURES**

In order to succeed in this class, each student should know what is expected of them. The following are responsibilities that will guarantee a great year:

- Come to class regularly and **ON TIME**
- Have materials ready and available at **ALL TIMES**
- Complete and turn in assignments **ON TIME**

### **ABSENCES**

If you miss school for an excused reason, you must obtain a pass from the main office and make sure that all your teachers sign it in the designated area. Once that official pass is received, you will be expected to catch up on all assignments missed while you were out. A “Z” will appear on the grade book until I have received the assignment. **Students have 72 hours (three school days) from the time they return to school from their absence to “excuse” their absence with the main office. Failure to do so will result in an unexcused absence and in this case, students are NOT allowed to make up the work.**

**\*Please look to the Parent Contract for information on the school’s policies regarding “excused” and “unexcused” absences and tardies, along with any additional rules or details that may be of interest to you.**

### **UNEXCUSED LATE WORK**

No late work will be accepted without a penalization, meaning only late work will be accepted when the student is absent to school and the absence has been excused by the Main Office. However, the student is responsible for asking the teacher for the MAKE UP WORK! **20 Points will be deducted automatically from Late Work!**

**Students will receive a “Z” in the grade book for every missed assignment in my class. No exceptions are made!**

### **HOME LEARNING**

Homework will be given on a DAILY basis and is posted online at [www.materlakes.org](http://www.materlakes.org), our school’s website. All homework is due at the beginning of a class period. Homework is always thoroughly explained and clearly written on the

“homework board” in the classroom. Students are encouraged to write down their homework in their agenda, but if they fail to do so, they can always view the homework on our website. Homework is updated on a daily basis. I encourage parents and students to access the website routinely as it is a great tool to use. **PLEASE CHECK DAILY!**

## **GRADING**

90– 100% (A)	60 – 69% (D)
80– 89% (B)	0-50% (F)
70 – 79% (C)	Z = Unexcused Absence and/or Did Not Complete Assignment

## **CATEGORIES FOR GRADES**

Homework: 20%

Classwork: 20%

Quizzes: 25%

Tests: 35%

## **i-Ready**

i-Ready is a district- and school mandated program that ALL sixth grade students are required to complete. i-Ready is ALWAYS due on Sunday by 11:59PM. Students are graded on the number of PASSED (70% or higher) lessons per week. With specific questions, please email me directly. Students will receive a demonstration and information in class during the first two weeks of school. If no internet access is available at home, students need to visit the school’s computer labs, open from 7am-4:15pm daily. It is the students’ responsibility to complete their i-Ready! **This will NOT BE ACCEPTED LATE and is an exception to the “late work” policy!**

## **NO NAME WORK**

Students who turn in assignments (homework/classwork/quiz/test) and fail to write their name will not be given credit for their work- ***“No Name, No Credit”***. **I will make no exceptions for this policy, even during the first 9 weeks!** Please be aware and make sure to write your name on EVERYTHING! You will be reminded in class, but always double check!

## **ASSESSMENTS**

There will be a variety of assessment tools that will be used throughout the year, which include teacher observations, conferencing, projects, quizzes, and tests. Announcements concerning projects, quizzes, or tests will be available on our homework board and on our website: [www.materlakes.org](http://www.materlakes.org). ADVANCED NOTICE and a review of materials that will appear on the assessment with ALWAYS BE GIVEN IN ADVANCE!

## **CLASSROOM RULES**

1. Enter class quietly and in complete uniform.
2. Be seated and ready to work when the bell rings.
3. Raise your hand and be acknowledged prior to speaking.
4. Bring all materials/supplies daily.
5. Bring homework daily.
6. Treat teacher and fellow students with respect at all times.
7. Cell phones and all electronics are to be turned off and kept in the back pack. Any phone or smart device such as a watch that is visible in class will be automatically confiscated and turned into the office. Parents will be contacted to come pick it up from administration. NO EXCEPTIONS!
8. ABSOLUTELY NO food or drinks allowed in classroom

### **Class Supplies:**

1. 3 Subject Spiral Notebook
2. Pens, mechanical pencils, and Eraser
3. Two yellow highlighters
4. Post-It-Notes
5. Index Cards
6. 1 pair of ear buds or headphones to keep in their book bag at all times to be used for i-Ready lessons (it must be able to connect to the computer)

### **CONSEQUENCES FOR BREAKING CLASSROOM RULES**

A Positive Behavior Support (PBS) will be implemented as part of our behavioral classroom discipline plan. Students will have the opportunity to earn 1 point daily.

**Students will lose a point for disruption, not following procedures, not entering class quietly, not completing assignments, horseplay, not having homework, and disrespect. Students will receive 1 warning before losing a point. At the end of each quarter these points will be used to calculate conduct and effort grade.**

1. Verbal Warning/ Teacher-student conference
2. Parent contact
3. Detention
4. Referral

### **CONDUCT GRADING SCALE**

- A: 0-2 missed points
- B: 3-5 missed points
- C: 6-8 missed points
- D: 9-11 missed points
- F: 12 or more missed points

### **EFFORT GRADING SCALE**

- 1: Outstanding Effort – less than 2 missed points
- 2: Satisfactory Effort – less than 5 missed points
- 3: Insufficient Effort – 6 or more missed points

I encourage you to contact me if you have any questions or concerns. Feel free to call our main office at 305-512-3917 or you can also e-mail, which is the most effective way to get in contact with me, at [gpineda@materlakes.org](mailto:gpineda@materlakes.org). I am looking forward to working with you and your child. Remember, communication is the key to a great parent-teacher relationship and ensures a successful school year for your child.

Respectfully,  
Mr. Rodriguez

## Contract

I have read and understand the terms of this Parent Contract. I accept the responsibilities stated in this document. I understand the guidelines and rules outlined will be implemented throughout the 2019-2020 school year.

\_\_\_\_\_  
Student's Name (PRINT)

\_\_\_\_\_  
Period

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name (PRINT)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

### PARENT CONTACT INFORMATION:

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

English or Spanish: \_\_\_\_\_