



**Baker Middle School
Student/Parent Handbook**

2018 - 2019

Troy School District

GENERAL INFORMATION

Principal.....	Jonathan Cross
Assistant Principal.....	Cassandra Conaton
Counselors.....	Kelly Chlebek (A-O)
.....	Suzy Powell (P-Z)
Secretaries.....	Joan Pangrcic
.....	Janet Davert
Superintendent.....	Dr. Richard Machesky
Assistant Superintendent of Secondary Instruction.....	Dr. Mark Dziatiack

IMPORTANT PHONE NUMBERS

Baker Office.....	248.823-4600
Office hours.....	7:00 am – 4:00 pm
Information & Attendance Line.....	248.823-4601
Counselors.....	Kelly Chlebek – 248.823-4660
.....	Suzy Powell – 248.823-4661
Board Office.....	248.823-4000
Special Education.....	248.823-5096
Transportation.....	248.823-4054
Baker Fax Line.....	248.823-4613

WHILE AT BAKER IF YOU HAVE A PROBLEM,
QUESTION OR CONCERN, CONTACT THE FOLLOWING:

Attendance & Homework Requests:

- Mrs. Janet Davert, Secretary to the Assistant Principal
- Mrs. Cassandra Conaton, Assistant Principal

Grades or Instruction:

- The Classroom Teacher
- Your Child's Counselor
- Jonathan Cross, Principal

Behavior or Discipline:

- The Classroom Teacher
- Mrs. Cassandra Conaton, Assistant Principal
- Mr. Jonathan Cross, Principal

Academic, Developmental or Social:

- The Classroom Teacher
- Your Child's Counselor
- Mr. Jonathan Cross, Principal

Athletics or Intramurals:

- The Coach
- Mr. Colin Quinn, Athletic Director

- Mrs. Cassandra Conaton, Assistant Principal
- Mr. Jonathan Cross, Principal

Transportation:

- Mrs. Janet Davert, Secretary to the Assistant Principal
- Mrs. Cassandra Conaton, Assistant Principal
- Mr. Dominick Asaro, Transportation Supervisor (248.823-5054)

REPORT CARD AND GRADE ACCESS

SCHOOLGY

Parents can access student grades and report cards through the Schoology website. This site is located on the Baker Middle School website under the LINKS tab. Parents and students will need to create a login to access academic information. For assistance please contact a member of our Schoology Team, Lindsay Becker (lbecker@troy.k12.mi.us) and Zachary MacIntosh (zmackintosh@troy.k12.mi.us).

ATTENDANCE

Good attendance is essential to school success. Students are expected, when healthy, to attend all scheduled classes and activities on time except as excused by the school. When students are ill we strongly suggest they are kept home until they have recovered. Parents will be informed when problems arise with attendance and will be asked to assist appropriate school personnel in resolving these problems. When your child is absent from school please follow the procedure below.

A. Call in System:

Parents are requested to report their child's absence by phoning the call-in voice mailbox at **248-823-4601** by 8:35 a.m. on the day of the absence. We operate the absence line from 4:00 p.m. until 8:35 a.m. each day and during the weekend. The information needed is:

- The student's name and grade
- The reason for the absence
- The probable duration of absence
- The identity of the person calling

The information line allows you to report an absence or leave a message for a staff member. Should you not be able to call, please send a note with your child when they return stating the reason for the absence. Notes should be brought to the office prior to 7:55 a.m. Students whose parents have not had contact with the office regarding the absence will receive an unexcused absence. The absence will remain unexcused until verified by a parent. The ability to make up work may be impacted by the status of the absence.

B. Makeup Work:

A student with an excused absence has the responsibility to complete the work missed in order to receive credit. Class discussions and activities cannot be duplicated, but teachers will do their best to help students with the work they missed while absent. Make up work after an excused absence is to be done promptly. Students will receive two days for each day absent to make up work. This includes tests and quizzes. It is the responsibility of the student to obtain all necessary make-up work. **Assignments given to the student prior to their absence will be due upon a student's return.** At the end of the marking period, an extension of make-up time may be granted by the principal if sufficient reason is shown. All other make-up work (extended deadlines, redoes, etc.) that teachers provide students an opportunity to complete must be submitted by the date designated by the individual teacher – no exceptions!

C. Homework Requests:

If the student is absent for one day, the student should call a classmate for any assignments or wait and speak to the teacher upon return.

When the student has been absent for more than one day, the student should consult with teachers regarding homework to be done and the number of days allowed for make-up.

For extended absences for two or more days, the parent may call to request homework assignments. Please give the office 24 hours notice for each request. Requests called in during the second day can be picked up after 3:00 p.m. on the third day of absence. Students ***must be absent two consecutive days*** to have homework requests honored.

D. After School Participation

Students unable to attend school are not permitted to attend school sponsored activities on the day of the absence and are not to be on school grounds without being accompanied by a parent.

E. Chronic Absences

Chronic Absences is defined as 10 or more absences throughout the school year. We will notify you as absence accumulate, requesting documentation as needed to excuse absences. Truancy will be reported to the Oakland County Intermediate School District for students and families not making adequate attendance improvement or documentation. For more information on Truancy you can visit the Oakland County Consortium Truancy Department website at <https://oakland.k12.mi.us/district-school-operations/government-relations-pupil-services/pages/truancy-department.aspx>

TARDY POLICY

Students have five (5) minutes passing time to travel from classroom to classroom. Students must be in the room and in their seats when class begins. If a teacher detains a student after class, that teacher should issue a pass excusing the student's tardiness to the next class.

The following procedures will be followed:

1. A student will be considered tardy if he/she is not in his/her seat when the bell rings indicating the beginning of class.
2. UNEXCUSED TARDIES will be recorded by the teacher in the teacher workstation permanent records.
3. When a student receives his/her 5th tardy during a ten-week period, communication to the student's family by the Assistant Principal notifying them that additional tardies will result in disciplinary action.
4. When a student receives his/her 6th tardy, a detention will be issued to the student and a letter will be send home with the student to be signed by their parent/guardian.
5. When a student receives his/her 7th and subsequent tardy, administrative discretion will be used. Examples of student consequence include; after-school detention, restorative action, in-school suspension, Back to School Program recommendation, hallway escort and community service.

PHONE CALLS HOME

Students may call home from the main office using an office phone or cell phone in case of sickness or emergency.

FINES

When students lose or damage materials that are issued by the school (such as textbooks, locks, lockers, library books, etc.), the student to whom the equipment is issued is responsible for the replacement.

Parents can help us reduce our library losses by encouraging your child to fulfill his/her responsibility immediately when you see a fine notice. Also watch for library books around the house (they are clearly marked Baker Middle School) and have your child return them to school as soon as they are finished.

BIKE RIDERS

A rack is located in the front of the building (by the north circle) for all students riding their bikes to school. It is expected that bike riders ride on the sidewalk, where possible, cross at traffic lights, show proper courtesy for cars, busses and pedestrians, and ride safely at all times. When arriving or leaving school, it is expected that bike riders will use the sidewalks to and from the bike rack and not cut through the parking lot. Students not riding safely or courteously may lose their privilege to ride their bike to school. All bikes should be locked with some type of chain or cable and lock!

Students are not to bring skateboards or roller blades (skates) to school.

BUS TRANSPORTATION

Many Baker students ride a bus to and from school. Student safety is a top priority for all students. While riding the bus, it is anticipated that students will conduct themselves in the same manner as in the classroom (The Student Code of Conduct is in effect while students are riding the bus or at the bus stop).

On occasion, a student may need to ride home with a friend. **In that case, a note from home is required informing us of the change. This note must be approved by a school administrator a day in advance, signed and presented to the bus driver.** The host student is responsible for the conduct of his/her guest. No bus passes will be signed on half days of school.

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their personal belongings. The school endeavors to protect all personal property but is not responsible for them. **PERSONAL COMMUNICATION DEVICES (CELL PHONES), LARGE SUMS OF MONEY AND ARTICLES OF REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL.**

LOST AND FOUND

Lost and found articles are to be brought to the main office. To prevent loss of possessions, students are encouraged to mark their names clearly on every item. The school is not responsible for valuables brought to school. All lost clothing articles not claimed by end of marking period will be donated to charity.

STUDENT VISITORS

Any person other than students and staff are defined as visitors and are required to report to the office upon entering the building. Visitor passes will be approved and issued by the office. To move about the building all visitors must have passes.

ACTIVITIES CONTRACT

Students will be excluded from activities such as dances, field trips, assemblies, after school events, and possibly participation in end of the school year promotion activities according to the following policy:

1. Student must be passing 5 or more classes
2. Receive NINE or more points in behavior (calculated using 4's and 5's ONLY)
3. Behavior that results in more than one suspension from school per marking period
4. Inappropriate behavior that is repeated

Exclusion shall begin from the time of the documentation. Students may earn their privileges back by improving grades and/or citizenship based on the mid-marking progress report or by fulfilling any obligations developed especially for them.

STUDENT RESPONSIBILITIES

Respect

A respectful, friendly, and positive attitude is one of the most valuable assets you can have. Everyone in school needs to work hard to achieve this. If you see someone without a smile, give him or her one of yours.

Responsibility

One's success in school and life in general is based on responsibility and trust. School is your job and class work and homework are your "labor". By being responsible and completing all class work and homework to the best of your ability you will gain the knowledge necessary to be successful and also the habits of mind and reputation essential to be a successful, responsible, and productive adult.

Safety

Research supports a need to feel safe to cognitively function at a high level. To that end we ask all students to behave in a manner that insures their safety and the safety of those around them. This includes walking and riding bikes safely to and from school, following classroom rules especially in lab situations, walking at a safe pace in the hallways, and reporting any incident that has the potential of creating an unsafe environment or being unsafe.

We all have a choice through our decisions to be constructive or destructive. We hope you choose to make constructive life choices for not only yourself but for the people that you may impact. Make sure the compass that guides your decision-making through life is pointed in a constructive direction.



Baker Middle School Expectations Matrix



	In All Settings	Classrooms	Technology	Hallways	Restrooms & Locker Room	Cafeteria	Assemblies & Field Trips	Bus	Office	Media Center
Safe	<ul style="list-style-type: none"> Follow emergency procedures. Walk at all times. Keep hands, feet, & objects to yourself. Carry your iPad in a safe and secure manner. Refrain from horseplay. 	<ul style="list-style-type: none"> Sit properly in classroom furniture. Keep your work space clean. Keep hands, feet and objects to yourself. 	<ul style="list-style-type: none"> Follow the TSD Acceptable Policy at all times. Be a good digital citizen. Store personal electronic devices (Cell phones) in lockers during the school day. Use your iPad for school approved purposes only. 	<ul style="list-style-type: none"> Stay to the right side when traveling to your destination. Move to the side of the hall or lounge areas to talk with peers. 	<ul style="list-style-type: none"> Wash hands with soap and water. Keep bath and locker rooms clean. Pick up items that fall on the floor. Report damage or misbehavior to an adult. 	<ul style="list-style-type: none"> Pick up food and items that fall on the floor. Report large spills, or messes, immediately. Refrain from horseplay. 	<ul style="list-style-type: none"> Pay attention to presenter and surroundings. Enter and exit in an orderly fashion. 	<ul style="list-style-type: none"> Stay in your seat. Get on and off the bus safely. Tell an adult if you see problems or dangerous behavior on the bus. Keep self and belongings inside the bus. 	<ul style="list-style-type: none"> Sit or stand in one place. Keep belongings out of walkways. 	<ul style="list-style-type: none"> Push in chairs and keep aisles clear.
Respectful	<ul style="list-style-type: none"> Respect the property of others. Respect school property. Use appropriate language. Be kind & treat others with respect. 	<ul style="list-style-type: none"> Listen to the announcements. Follow teacher's directions the first time they are given. Speak during appropriate times. Respect the learning environment. 	<ul style="list-style-type: none"> Keep the original iPad protective cover on your iPad at all times. Store your iPad in a safe and secure location. Use appropriate language when communicating with others 	<ul style="list-style-type: none"> talk quietly and respect the learning environment. Respect the personal space of others. Follow the directions of staff members. 	<ul style="list-style-type: none"> Respect the privacy of others. Keep the bathroom clean. Get in and out as quickly as possible. 	<ul style="list-style-type: none"> Use your inside voice. Use good table manners. Remain seated while eating. Follow staff directions the first time given. 	<ul style="list-style-type: none"> Walk quietly with your teacher to the assembly. Listen to the speaker at all times. Be courteous and polite. Remain seated until dismissed. 	<ul style="list-style-type: none"> Talk quietly. Respect the personal space of others. Follow staff directions. 	<ul style="list-style-type: none"> Report to the desk and address the staff kindly. Wait patiently and quietly. Say "please" and "thank you" and "excuse me." 	<ul style="list-style-type: none"> Use your inside voice. Clean up after yourself. Stay on task.
Responsible	<ul style="list-style-type: none"> Help keep Baker clean. Gum free zone. Follow all directions. Follow the dress code. Turn in lost items to the main office or the lost and found. Follow the acceptable use policy for all technology. 	<ul style="list-style-type: none"> Be on time. Bring all required materials to class. Do your own work and always give your best effort. Participate in class discussions and activities. 	<ul style="list-style-type: none"> Bring your iPad to school every day. Be sure to charge your iPad daily. Report damage to your iPad. 	<ul style="list-style-type: none"> Report inappropriate behavior. Use the 5-minute passing time efficiently. Fill out a pass when leaving the classroom. Turn off and secure your iPad. 	<ul style="list-style-type: none"> Dispose of trash. Report graffiti, damage, or disturbances to a staff member. Use restroom closest to your class. Use hall pass for the restroom. 	<ul style="list-style-type: none"> Wait in line. Have your school ID ready for purchases. Keep food and drink in the cafeteria. Clean your table before dismissal. Leave table only after being dismissed. 	<ul style="list-style-type: none"> Sit with your class and teacher. 	<ul style="list-style-type: none"> Follow the TSD Bus Guidelines Keep the bus clean and free of clutter. Be on time to the bus stop before and after school. Refrain from eating on the bus. Ride only your assigned bus. 	<ul style="list-style-type: none"> Ask permission to use your cell phone or the office phone. 	<ul style="list-style-type: none"> Return books and materials on time. Use ID to check out materials.

BAKER MIDDLE SCHOOL STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to outline appropriate behavior expectations and policies to ensure Baker Middle School maintains a physically and emotionally safe, inclusive learning environment for all students and staff. Research recommends including Social Emotional Learning, Restorative Justice, and Positive Behavior Supports to effectively teach appropriate student behaviors, develop understanding the student's role in keeping a safe school environment, and personal impact on one another and the building community. Removal of a student from the school setting as a consequence will take place based upon the severity of the violation, safety concern, frequency of violation regardless of behavior interventions. Interventions prior to a suspension may include one or more of the following:

- Conferencing with student
- Parent contact
- Counseling student
- Loss of privilege
- Restorative Circle
- Restorative Conferencing
- Social/Academic Instructional Groups
- Check In/Check Out
- Behavior Plan
- Mediation
- Restitution
- Community Service
- Detention
- In-School Suspension
- Out of School Suspension

Detention

The office or a teacher may assign detention. Parents will be notified of after school detentions at least one day prior to the day of detention so, if necessary, special arrangements can be made. It is the student's responsibility to make arrangements to stay for detention. Teachers may ask that a student serve the detention with them at lunch on any day.

In-School Suspension

In-school suspension will be assigned by a building administrator. Parents will be notified of the in-school suspension and potential interventions will be communicated as well. Students will be able to complete work in the main office during in school suspension but will not be able to attend class, passing time, or lunch while attending in-school suspension.

Suspension

A building administrator may assign a suspension for various student actions. Parents will be notified of the suspension and arrangements for student pick up (if applicable), homework requests, and possible interventions will be communicated. Out of school suspension is a last resort for chronic behavior and the only option on severe instances. **It is important for students and families to familiarize themselves with the Troy Community School Code of Conduct located on the Baker Middle School Page under the Parent tab.**

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Excerpt from the Troy School District Code of Student Conduct Revised May 19, 2011

The following excerpts from the Troy School District Code of Student Conduct are violations that may occur in conjunction with interventions or consequences. Additional policies can be found in the Troy School District Code of Student Conduct. It is important to note consequences may vary slightly dependent on the severity or frequency of the violation.

Disruption of the Educational Process (Repeated Horseplay) – Level 2 Violation

Behavior which seriously disrupts any school activity or the orderly and safe operation of the school. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within the rule, but it must be remembered that any conduct which causes disruption, or interferes with the education process is forbidden, i.e., running, jumping, horseplay (includes any student(s) who engages another physically with or without intent to harm), shouting, yelling, screaming, etc.

Harassment/Bullying – Level 2 & 3 Violation

Verbal acts of taunting and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful or humiliating. It is important to understand that bullying is complicated by the fact that a young person can be a bully, a victim or both a bully and a victim. Not all taunting, teasing and fighting among schoolchildren constitutes bullying. Cyberbullying is any type of bullying (i.e., teasing, telling lies, making fun of someone, making rude or mean comments, spreading rumors or making threatening or aggressive comments) that occurs through e-mail, a chat room, instant messaging, any website (including blogs), text messaging, videos, or pictures posted on websites or sent through cell phones. Please report any observed acts of harassment or bullying to an adult.

Insubordination – Level 2 Violation

Verbal or non-verbal refusal to comply with a reasonable request or directive. This includes failing to complete an assigned disciplinary action.

Academic Misconduct – Level 2 Violation

Plagiarizing, cheating, including copying or supplying class work, homework, tests, etc. for personal benefit, or gaining unauthorized access to material through such behavior as going into a teacher's file, paper or electronic, or looking through a teacher's desk.

APPROPRIATE TECHNOLOGY USE POLICY

The unapproved or prohibited use of district iPads, computers or other technology includes:

1. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords
2. Unauthorized copying, changing, reading, accessing or attempting to access or using other users' files
3. Gaining or attempting to gain unauthorized access to district equipment, systems, programs files of other users' accounts
4. Introducing or attempting to introduce a virus into any district equipment, systems, programs, or files
5. Using or attempting to use district equipment, systems, programs, or files to disturb or harass others
6. Damaging or attempting to damage any district equipment, systems, programs, or files.

iPad Technology USE Restrictions

Consistent violations of appropriate iPad use may result in USE Restrictions. These restrictions will be given through the Assistant Principal's office for a specific period of time. Continued violations will result in further restrictions outlined below.

Traditional Check in – Check out Process:

This is the first level of restriction and is designed for students whose parents have opted out of signing up for an iPad and students who have been identified as repeatedly violating the Code of Conduct/TSD Technology Agreement. Participating students have the ability to pick up their iPad from Mr. Johannsson at the beginning

of the school day (8:00am). They are allowed to keep their iPad with them throughout the day and are required to turn the iPad in at the end of the school day.

Hourly Check in – Check out in the Main Office:

This is the second level of restriction and is designed for students who have been identified as repeatedly violating the Code of Conduct/TSD Technology Agreement after or while participating in Traditional Check in – Check out procedure. Participating students have the ability to pick up their iPad from the main office only after the teacher has indicated that the iPad is needed for a classroom activity. The student is required to turn the iPad in at the end of the hour/period.

Total Loss of Technology Access:

This is the third and final level of restriction and is designed for students who have engaged in high level violations of the Code of Conduct/TSD Technology Agreement or violated the Hourly Check in – Check out procedures. These students will need accommodations in the classroom with activities that require access to an iPad.

PERSONAL ELECTRONIC DEVICES - Level 1 Violation

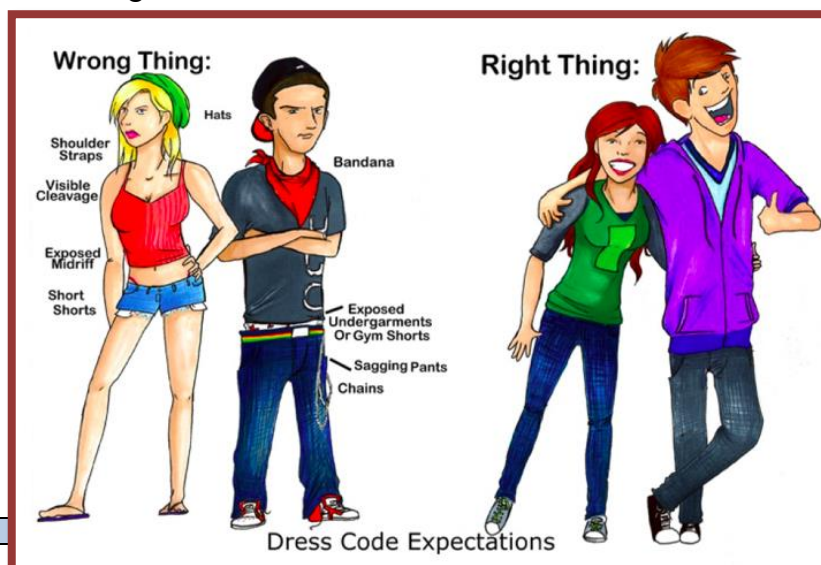
Visible or audible detection of any electronic, communication listening, or storage device is prohibited during the school day by Troy School District policy. This includes but is not limited to non-school issued iPads, tablets, cell phones, Bluetooth speakers, laptops, headphones, and similar devices. Any exception must be approved by the faculty or school administration. No student shall use or display smart phones, cellular phones, or other devices with inbound/outbound communication capabilities on school property during normal school hours, unless authorized by teacher or office personnel. Students caught in the act of cheating or who repeatedly violate the use of policy shall be subject to progressive discipline. If confiscated, devices must be picked up in the office.

1st offense: Confiscation/student pick-up, Assistant Principal's Office

2nd and subsequent offenses: Confiscation/administrative discretion

DRESS CODE POLICY – Level 1 Violation

We ask for students and parents to select apparel that fits within the Dress Code Policy. It is the responsibility of parents and students to see that school dress is appropriate, falling within the Baker Middle School Dress Code. Students will not be requested to present their bodies in a way to shame or degrade them for their dress. If a student is in question of dress code, they will be referred to the assistant principal. Students who wear inappropriate clothing will be asked to change clothes, provided a change of clothes, or call their parents to bring them appropriate clothing.



Tops	Midriffs <i>Student with arms up or down expose their midriff.</i>	Spaghetti Straps and Wide Arm Hole Tank Tops <i>Straps of tank top smaller than two fingers</i> <i>Under arms and bras are exposed under the arms</i>	Halter Tops <i>Exposed back</i>	See through/Mesh <i>Undergarments and body are visible through clothing</i>
Bottoms	Short Shorts and Dresses <i>Shorts/Dresses must be finger-tip length. If a student's length of shorts is in question they will be referred to the Assistant Principal.</i>			
Shoes	Slippers			
Headwear	Hoods <i>Student will be asked to remove hood</i>	Hats <i>Student will be asked to take off hat and place in locker.</i>		
Language	Profanity	Sexual	Drug related	
Outerwear	Backpacks <i>Backpacks must be placed in lockers and not in classrooms. Students will be asked to put backpacks back in lockers.</i>	Handbags <i>Acceptable handbags INCLUDE small purses and clutches. Must not be large enough to hold folders or textbooks.</i>	Winter Coats <i>Winter coats do not include denim jackets, blazers, vests, hoodies.</i>	

BUS POLICY – Level 2 Violation

Students and parents have the responsibility to know and respect the school bus rules as described below. Repeated violations will result in the suspension of school bus privileges. The Student Code of Conduct is in effect while a student is riding the bus.

Please Note: Guest riders must have a signed note from the office. (See regulation # 15)

Rules and Regulations:

1. The behavior of students while in transit to or from school, at the bus stop, or at any co-curricular school-sponsored activity will be consistent with the discipline procedures of the regular school day.
2. Remain behind the curb while waiting for the bus.
3. Board and depart from the bus at assigned stops.
4. Persons boarding the bus first shall move to the back.
5. The aisles shall be kept clear of books, band instruments, etc.
6. All parts of the body shall be kept inside the bus.
7. Remain seated while the bus is in motion.
8. Unnecessarily loud talking, profanity, and inappropriate language are prohibited.
9. Riders shall not tamper with bus equipment.
10. Students shall not eat while on the bus.
11. No smoking, lighting matches, etc., will be permitted on or near the bus.
12. Animals and/or pets are not allowed on buses.
13. Spraying or using aerosol products such as perfume, deodorant, or hairspray is prohibited.
14. Any conduct which diverts a driver's attention from his/her primary job and thus endangers the safety of other riders is prohibited.
15. A student not assigned to a particular bus may not board or be transported without prior administrative approval.

Administrative Action

Violations of the Bus Policy may result in one or more of the following actions, based upon frequency and severity.

1. Parent notification
2. Restorative Action (reflection, restitution)
3. Suspension of bus privileges up to ten school days
4. Suspension of bus privileges