



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 HANDBOOK
Revised August 2017

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VIOLATIONS OF THE CODE OF STUDENT CONDUCT

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

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.

Administrative Contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension:
 - 1st Administrative Contact:* Maximum 5-day
 - 2nd Administrative Contact:* Maximum 7-day,
 - Subsequent Administrative Contacts:* 10-days or remainder of the school year
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration
7. Technology – loss of password/technology privileges

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

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.

Administrative Contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension: Suspension:
 - 1st Administrative Contact:* Maximum 5-day
 - 2nd Administrative Contact:* Maximum 7-day,
 - Subsequent Administrative Contacts:* 10-days or remainder of the school year
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration
7. Technology – loss of password/technology privileges

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

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

Inappropriate Dress and Grooming – Level 1 Violation

As we prepare our students for the world of work and promote learning in the school environment, students are expected to dress in compliance with the *Baker Middle School dress code*.

Administrative Contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Detention
4. Behavioral contract/disciplinary probation
5. Suspension (Not to exceed 3 days)
6. Referral to an outside agency, if appropriate

The Baker Middle School Dress Code

It is the responsibility of parents and students to see that school dress is appropriate and not disruptive to the educational process at Baker. We want students to take pride in their appearance, pride in their performance and pride in their school.

- Students may wear shorts, skirts, or dresses that fall below mid-thigh. They must be below the student's fingertips when their arms are relaxed at their sides.
- Students may not wear short-shorts, un-hemmed cutoffs, gym shorts or spandex biker shorts. Students may not have holes in clothing exposing skin or undergarments or any revealing or suggestive clothing.
- No muscle shirts, beach clothing, halter tops, bare midriffs (must not see student's bare midriff when their hands are held over their head); tank tops, tube tops, strapless, one shoulder or spaghetti strap

tops may be worn by either boys or girls. See-through or open-mesh tops are also unacceptable when worn alone. Acceptable tops must have straps that are approximately 3 fingers widths wide.

- No pants worn so undergarments are visible
- No visible cleavage.
- No chains, handcuffs, and other metal paraphernalia are allowed.
- No clothing with inappropriate messages may be worn. This includes derogatory or offensive comments, sexual references, profanity, alcohol, or drugs.
- No hats, bandanas, or head coverings may be worn in school at any time, unless religiously mandated.
- Coats, jackets and any other outside dress must be left in lockers.
- Clothing should be of proper fit, in good repair and not revealing. Baggy pants, which display underwear, are unacceptable. Underclothing may not be worn as outerwear. Nightshirts, pajamas and other bedtime attire should not be worn during school. There should be no exposed skin on the leg higher than the length of the fingertips when arms are relaxed at ones sides.

We ask for students' and parents' care in the selection of apparel for school. **Students who wear inappropriate dress will be asked to change or call their parents to bring them appropriate clothing. If we are unable to contact parents, inappropriately dressed students will be provided a clean set of appropriate clothing. Continued problems will result in discipline as outline in the Student Rights and Responsibilities Code of Conduct Handbook.** To access the booklet, you may visit the Site Index on the district's main Web site or follow the link under the parent tab. The district's Web site is: <http://www.troy.k12.mi.us>. Free copies can also be obtained from the main office.

TECHNOLOGY USE POLICY

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Improper Use of Technology- The unapproved or prohibited use of district iPads, computers or other technology includes:

- a. Disregarding the privacy of other users, such as using or attempting to use or learn other users' passwords
- b. Unauthorized copying, changing, reading, accessing or attempting to access or using other users' files
- c. Gaining or attempting to gain unauthorized access to district equipment, systems, programs files of other users' accounts
- d. Introducing or attempting to introduce a virus into any district equipment, systems, programs, or files
- e. Using or attempting to use district equipment, systems, programs, or files to disturb or harass others
- f. Damaging or attempting to damage any district equipment, systems, programs, or files.

IPAD USE TECHNOLOGY RESTRICTIONS

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.

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

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.

- **Follow teacher's directions** the first time they are given.

Administrative Contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension:
 - 1st Administrative Contact:* Maximum 5-day
 - 2nd Administrative Contact:* Maximum 7-day,
 - Subsequent Administrative Contacts:* 10-days or remainder of the school year
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration
7. Technology – loss of password/technology privileges

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

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

TARDY POLICY – Level 1 Violation

It is important for students to develop good habits of mind, and responsibility is one of those good habits. With that in mind, students have five minutes of passing time between class periods. Students are responsible for being in class and in their seats prepared for class when the tardy bell rings. If a teacher keeps a student after class, the student should obtain a pass from that teacher to excuse the tardy to the next class. Chronic tardiness may result in a parent conference, detention or suspension.

Baker's tardy policy is:

1st Tardy: Teacher warning, Student Counseled

2nd Tardy: Teacher warning, Student Counseled

3rd Tardy: Referral, Parents Contacted

4th Tardy: Teacher warning, Student Counseled

5th Tardy: Referral, After School Detention

Tardies are tallied per hour. This process will repeat for tardies number 6 - 10 and 11 - 15. On the 10th tardy, parents will be asked to come in for a conference. On the 15th tardy, students will be subject to suspension, and the Oakland Schools Truancy officer will be contacted for consultation.

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

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.

Administrative Contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension: Suspension:
 - 1st Administrative Contact:* Maximum 5-day
 - 2nd Administrative Contact:* Maximum 7-day,
 - Subsequent Administrative Contacts:* 10-days or remainder of the school year
4. Behavioral contract/disciplinary probation
5. Police notification or referral to a professional agency
6. Restitution/restoration
7. Technology – loss of password/technology privileges
8. Loss of points on the assignment

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

Personal Electronic Devices (*Cell Phones*): Misuse of Technology – **Level 1 Violation**

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

Visible or audible detection of any electronic, communication listening or storage device is prohibited during the school day by Troy School District policy. 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 a 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.

Disciplinary measures are as follows:

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

2nd and subsequent offenses: Confiscation/administrative discretion

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

Bus Violations – 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.

Disciplinary measures are as follows:

First administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of bus privileges up to ten school days

Second administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of bus privileges up to ten school days

Subsequent administrative contact (one or more of the following):

1. Parent notification
2. Reprimand
3. Suspension of bus privileges