



Baker Middle School Expectations Matrix



	In all Settings	Classrooms	Restrooms/Locker Room	Office	Cafeteria	Bus	Hallways	Media Center/ Computer Labs	Assemblies/ Field Trips	Technology
Be Safe	<ul style="list-style-type: none"> Follow emergency procedures. Walk at all times. Keep hands, feet, and objects to yourself. Help keep Baker clean. 	<ul style="list-style-type: none"> Sit in your chair properly. Clean up your area. Keep hands, feet and objects to yourself. 	<ul style="list-style-type: none"> Wash hands with soap. Report any damage or misbehavior to an adult. Keep bathrooms clean. 	<ul style="list-style-type: none"> Sit or stand in one place. Keep belongings out of walkways. 	<ul style="list-style-type: none"> Report spills, or messes, immediately. Refrain from misbehaving. 	<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"> Stay to the right. Report inappropriate behavior. 	<ul style="list-style-type: none"> Push in chairs and keep aisles clear. 	<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"> Follow the TSD Acceptable Use Policy at all times. Follow the Baker Technology Policy. Be a good Digital Citizen.
Be Respectful	<ul style="list-style-type: none"> Use appropriate language. Respect property of others. Remove any headwear when entering the building. Follow all directions. Respect school property. 	<ul style="list-style-type: none"> Listen to announcements. Do your own work. Follow teacher directions the first time. Speak at the appropriate time. Respect the learning environment. 	<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"> 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. Use good table manners. Remain seated while eating. Follow staff directions the first time given. 	<ul style="list-style-type: none"> Talk quietly. Respect the personal space of others. Follow staff directions 	<ul style="list-style-type: none"> Use your inside voice. Respect property of others. Be helpful to others. Respect classes in session. 	<ul style="list-style-type: none"> Use your inside voice. Clean up after yourself. Stay on task. 	<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. 	<p><i>Is it...</i></p> <p>T- True?</p> <p>H- Helpful?</p> <p>I- Important?</p> <p>N- Necessary?</p> <p>K- Kind?</p>
Be Responsible	<ul style="list-style-type: none"> Gum free zone Respect the property of others. Follow the dress code. Follow all directions Keep Baker Clean! Cell phones stay in your locker! 	<ul style="list-style-type: none"> Participate in class. Stay focused and engaged. Bring all materials to class. Be on time. Always give your best effort. 	<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"> Ask permission to use your cell phone or the office phone. 	<ul style="list-style-type: none"> Wait in line. Have your school ID ready. Keep food and drink in the cafeteria. Clean your table before leaving the cafeteria. Leave with permission 	<ul style="list-style-type: none"> 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"> Use hall time efficiently. Have a pass when out of class. Use your locker quickly and efficiently. Clean up trash in the hallways when you see it. 	<ul style="list-style-type: none"> Follow the acceptable use policy for all technology. Return books and materials on time. Use ID to check out materials. 	<ul style="list-style-type: none"> Sit with your class and teacher. 	<ul style="list-style-type: none"> Bring your iPad to class every day. Make sure your iPad is fully charged at the beginning of the day. Use a calendar to keep track of assignments. Monitor and track grades. Use iPad at appropriate times and in designated areas
Tech Zones										

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.

The dress code at Baker Middle School is:

- 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 are to also not to 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.
- Leggings are considered to be the same as tights and may be worn under appropriately lengthed shorts or skirts, not as pants. Yoga pants must be covered with a long top at least fingertip long in length.
- For safety reasons, shoes must be worn at all times.

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.

TARDY POLICY

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 seat 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: Teacher referral, Parents Contacted**
- 4th Tardy: Teacher warning, Student Counseled**
- 5th Tardy: Referral to office, 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.

TECHNOLOGY USE POLICY

Improper Use of Technology- The unapproved or prohibited use of district 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.

Cell Phones/Electronic Communication, Listening & Storage Devices:

- a. 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. 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 Offense: Confiscation/Administrative Discretion

- b. The use of any and all devices must be appropriate for school purposes. Permission to use such items at TSD must be given by the faculty or school administration and will be approved on a class by class basis for academic purposes.