

Baker Middle School Return to Learn Guidebook 2020 - 2021



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Updated January 2021

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MESSAGE FROM THE BAKER ADMINISTRATION



Thank you for referencing our Return to Learn Guidebook. This document will share details regarding our policies and procedures that are put in place in response to the guidelines shared in the MI Safe Schools: Michigan's 2020- 21 Return to School Roadmap, the Troy School District (TSD) Welcome Back Guide, and the TSD, Return to Learn Transition Family Guidebook.

While there are significant things that are flexible in the TSD Return to Learn plan that are dependent upon the conditions within our community and the recommendations from the state and county, this guidebook outlines Baker Middle School's policies and procedures related to the safety protocols put in place. We recognize that there are a number of details and policy changes that may occur throughout the year and we are committed to updating this guide and communicating them with our larger community.

Again, we thank you for your participation and practice in helping us ensure the safety of our students, staff, and stakeholders. Your commitment to our success is greatly appreciated.

With deep gratitude,

A handwritten signature in black ink, appearing to read 'Jonathan Cross'.

Jonathan Cross
Principal, Baker Middle School

A handwritten signature in black ink, appearing to read 'Cassandra Conaton'.

Cassandra Conaton
Assistant Principal, Baker Middle School



"Our administrative team is committed to providing a safe and positive learning environment for our students and staff. Safety is at the forefront of all of our decisions"

DAILY ARRIVAL SCHEDULE

Athens	Teacher Arrival	Breakfast	Bussers	Students (Walkers/Parent Drop Off) Inside building
7:20	7:55	7:55 – 8:15	7:55	8:05
Cafeteria	Report to Classroom	Flag Hallway	Must report to 1st hour or breakfast (flag hallway).	Must report to 1st hour or breakfast (flag hallway).

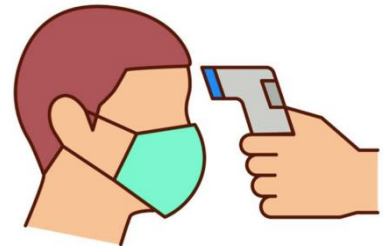
DAILY HEALTH SCREENING PROCEDURE

As a part of our Return to Learn Plan, all students attending school in-person, will need to complete a daily health screening. To assist with the completion of this test, you will receive an automated call every morning during the first week back in-seat, reminding you to submit the student health screening for your child/children. Please note that you only have to submit the screening on the days your student is physically in class, but the system will still send you a daily reminder.

It's very important that you do this by 7:45 am. Students will not be able to attend school in-person if the screenings are not done. This is not intended to be punitive in any way, but it is a critical measure in protecting the safety of all.

DAILY STUDENT HEALTH ASSESSMENT INSTRUCTIONS:

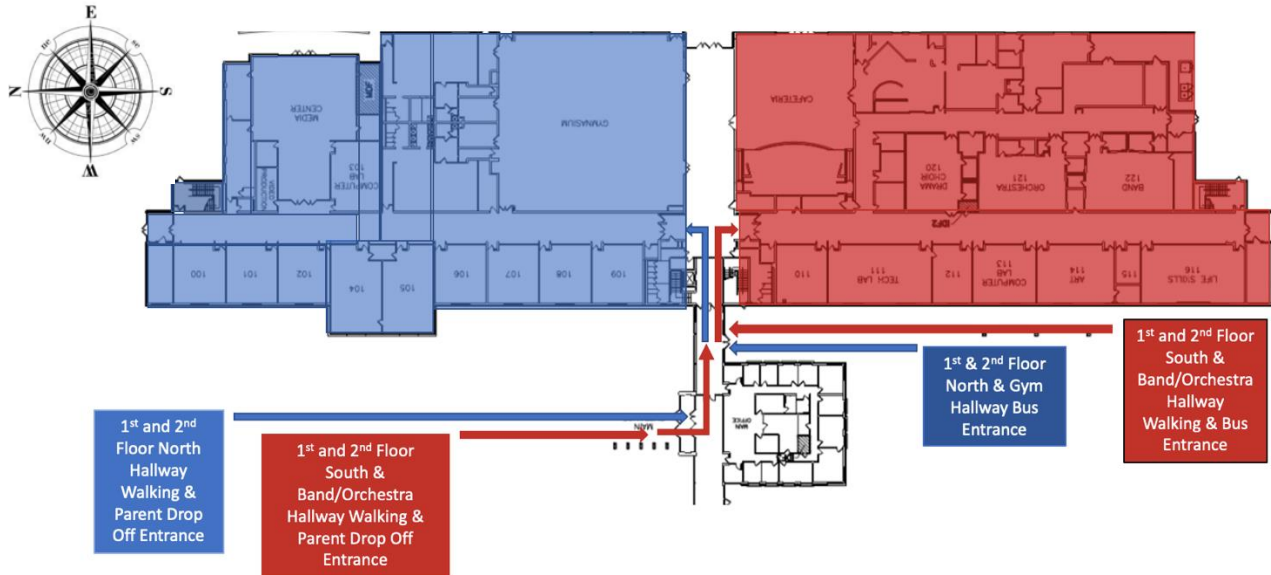
- Log in to your Parent Portal on PowerSchool
- Click “Student Assessment” in the banner across the top
- Answer 4 questions about your student’s health that day
- Click submit (and repeat the process for every student in your family)



It's very important that you keep your student home if you answer **“Yes”** to any of the questions or **your child is ill in any way**. Don't forget--this doesn't mean they have to miss school. They can simply join virtually from home as they have been doing so far. We considered this in the designing of our hybrid plan.

FIGURE 1: Building Entrances

Student 1st and 4th Hour Entrance Assignments



BREAKFAST PROCEDURE

TSD is providing free breakfast and lunch. Any student requesting to have breakfast can receive this service in the cafeteria before school. Students will pick-up a grab and go breakfast and find a seat within the cafeteria. Students will scan the BREAKFAST QR code on each individual table to document their access to the breakfast area. This will aide in our follow up with students and families if there is a need to contact trace without having to create a seating chart as this is an optional activity. Breakfast will be available from 7:55 AM – 8:15 AM. Students will be responsible for wiping down their table when leaving and they must leave the area after consuming their food.

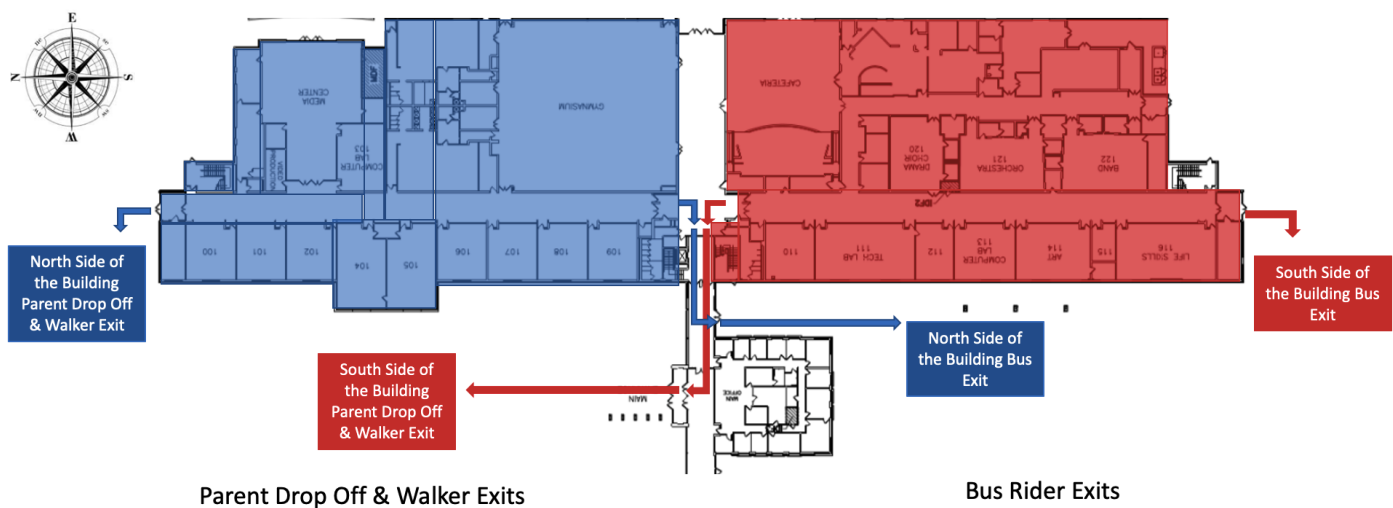
DISMISSAL PROCEDURE

The dismissal process begins at 1:40 pm Monday, Tuesday, Thursday, and Friday. Students will be dismissed from classrooms in the following order/time. Each teacher will receive a list of the students who are assigned to a bus. If there is a student who is riding the bus as a guest, they must have an approved Bus Slip from the office and make it available to their 3rd/6th hour teacher prior to leaving the classroom and the bus driver prior to boarding the bus. All students riding the bus will use the following exits as outlined in *(figure 2)*.

Time	Student Groups
1:40	Bussers (Bus Loop)
1:45	Parent Pick-Up (Main Entrance & North Hallway Exit)
1:45	Walkers & Bike Riders (Main Entrance & North Hallway Exit)

FIGURE 2: Building Exits

Student 3rd and 6th Hour Exit Assignments



PASSING TIME PROCEDURES

There are two 10-minute passing times (*5-minute travel/5-minute cleaning*) within the daily schedule. During our passing time transitions, classrooms must be unlocked and open. Teachers may travel to the office/teacher work rooms, staff bathrooms, or wait in the hallway during passing time to assist students with direction and movement.

Students will travel to their next class immediately following the end of class bell. During the passing time transition, all community bathroom doors will be closed and locked. Students will not be able to stop, congregate or use the restroom during passing time. Students will be expected to travel directly to their next assigned classroom. Students will not have access to lockers at any time during the Hybrid instruction format.

Students will have access to cleaning materials to clean off their desks upon entering the classroom. Students entering the classroom will also have access to the cleaning materials and may request them prior to the start of class.

All traffic will flow in one direction during passing time, unless students are travelling in a designated two-way area. All hallways and stairs are marked with the following symbols (*See figure 3*). Students and staff will follow the directional traffic signs when traveling throughout the building. Please see (*figures 4 and 5*) for a full display

of the directional traffic pathways. Directional traffic will start during the first passing time of the day between first and second hour and will continue during every subsequent passing time throughout the school day.

One-Way Direction	Two-Way Direction
Passing time between 1 st and 2 nd hour	Before School
Passing time between 2 nd and 3 rd hour	Navigating the Building During Class Time
	Traveling During Lunch
	Traveling During 6 th Grade Electives
	After School

FIGURE 3: Hallway Directional Traffic Signs



DISINFECTING/CLEANING PROCEDURES

Hand Sanitizers

Wall Mounted Hand Sanitizer Dispensers have been installed in all classrooms at Secondary Buildings. The wall mounted dispensers will be used until empty; it is reasonable that they could potentially run out during the school day. This will be communicated to the day custodian to replace the product

Building Disinfecting Procedures

The disinfecting process and products have not changed since the fall. The touch point disinfecting is a required task and custodians must perform and log this on a daily basis.

Weekly Disinfectant Fogging will occur on Wednesdays (after 7 pm) at secondary schools. The fogging will be performed building wide with GE Fight Bac which is the product that is food surface safe and infant care safe. Fish Tanks or Terrariums in classroom and offices should be covered, plants are ok.

TEACHER ABSENCES

When a teacher has a one-day absence, they will be asked to create an asynchronous lesson plan for in-seat and virtual students. Virtual students will access their asynchronous lesson and submit their work via Schoology. A substitute teacher will be assigned to the room to assist and monitor the in-seat students in the classroom.

If teachers requests an absence that is longer than a single day (2 or more), they will be asked to prepare lesson plans that can be administered by an assigned substitute. Parents will receive a notification when there is a long-term substitute assigned to a classroom.

FIGURE 4: First Floor Hallway Directional Traffic

All traffic in the first-floor main hallway flows North.

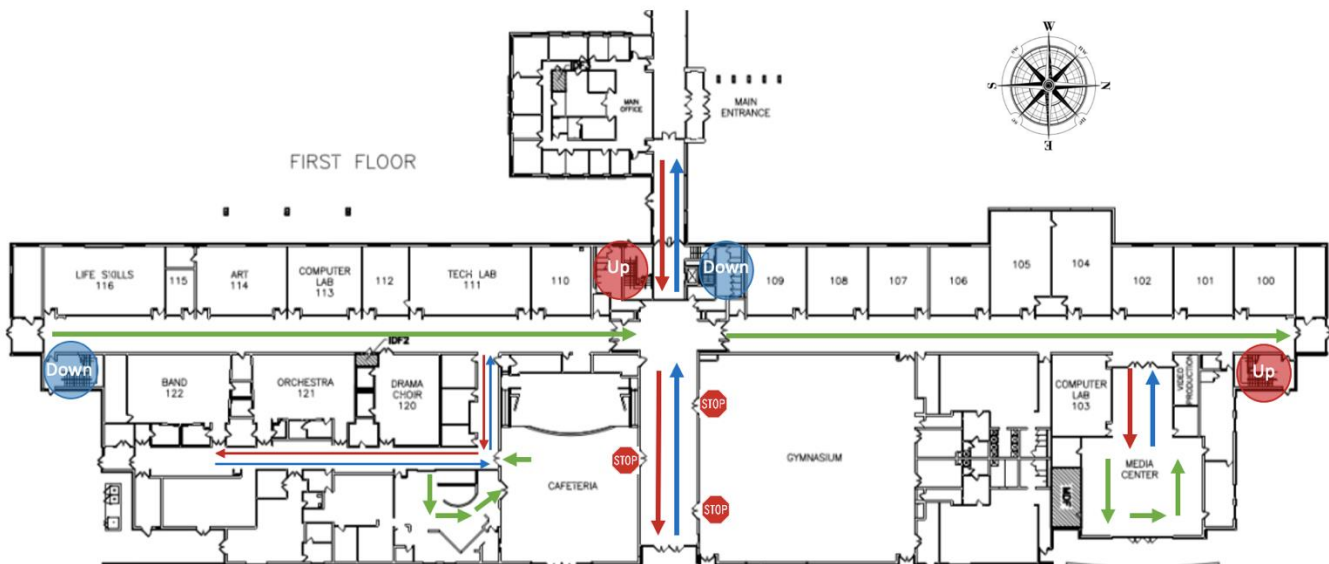
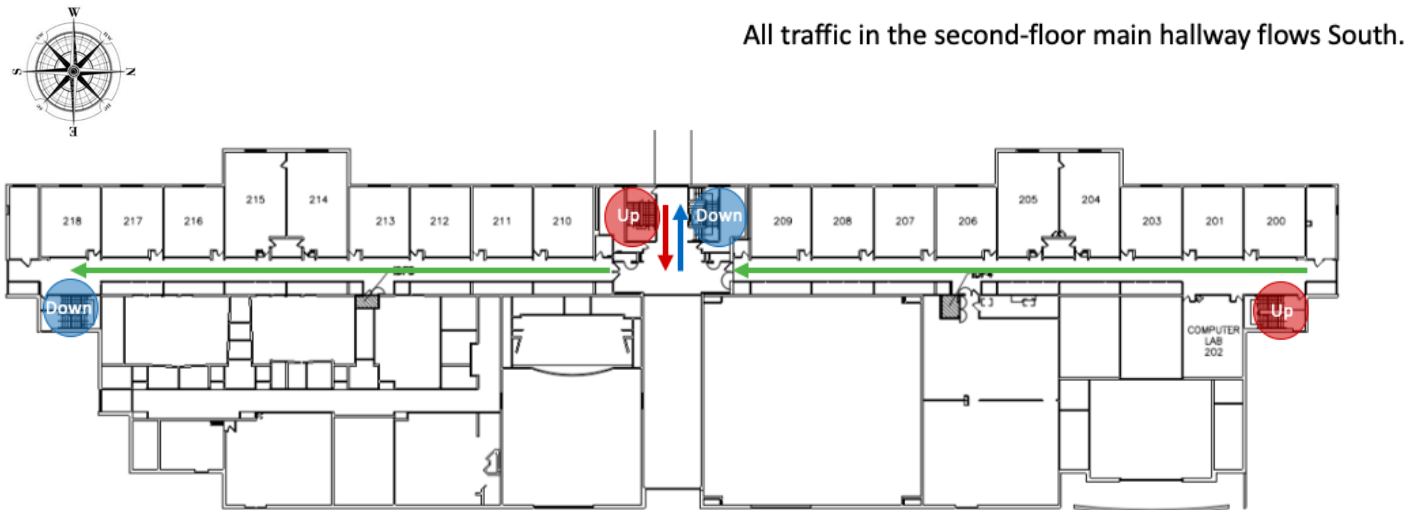


FIGURE 5: Second Floor Hallway Directional Traffic



Lunch Time Procedures

TSD is providing free breakfast and lunch. Any student requesting a meal will be provided a lunch free of charge. At the beginning of every school day students will be asked to scan a QR code to select one of the meals offered during that day. QR codes are located in each classroom and various locations around the building. Student selections must be made before 8:30 am. The student selections will be used by the kitchen staff to help them determine the amount of food to prepare, identify the interest of the students and reduce waste. If you are interested in seeing the middle school lunch menu, please click on the link below.

[Lunch Menu Link](#)

Lunch Procedure Overview

- Lunches at Baker will be provided in the cafeteria
- Students will need to scan Hot Lunch Selection QR Code (hallway or classroom) before 8:30 AM
- Students will bring all belongings to lunch.
- Students will sign in at their seat with their iPad daily.
- Students will be dismissed by location and color team.

	Cafeteria
Seats	3 rows of 21 = 63 24 individual seats on Stage 87 Total Seats
Entrance	Café Entrance Music Hallway
Food Pick Up	Hot or Cold Selection – Will be handed to student
Sign In	QR Code on Table
Clean Up	Designated Trash Receptacles
Exit	Exit South Cafeteria Doors

FIGURE 6: Cafeteria Traffic Flow



ATTENDANCE PROCEDURES

A student **CAN** be marked **ABSENT** if they come to class after the first 30 minutes and do not stay for the remainder of the block. *I would add “use your judgement” in this instance. We do have families with unstable connections. By this time, you may be aware of those individuals. Not all home learning environments are equal, we cannot treat them as such.*

A student **CAN** be marked **TARDY** if they come to class after 30 minutes and stay for the remainder of class.

A student **CAN** be **ABSENT** if they arrive on time and leave class for longer than 30 minutes.

A student **CAN** be marked **TARDY** if they come to class within the first 30 minutes.

A student **WILL NOT** be marked **ABSENT** if they have their audio/video off during class. This is considered this a “non-compliant learner”. This behavior will be addressed as a classroom expectation matter rather than an attendance issue. Contact will be made with student, parent, and then counselor if behavior continues. The incident will be logged into Powerschool.

Taking Attendance

All Virtual students will be marked Present or Absent by the classroom teacher. Hybrid students will be marked, Present or Absent (not present in seat or virtually). If a hybrid student is not in the building but attends their class virtually, they will be marked as attending virtually.

BATHROOM BREAKS

All teachers will be given a laminated QR code that will be displayed on the inside of the door to the classroom. Students will scan the QR code when leaving and returning to the classroom. The QR code will open a FORM that asks students 2 questions that they are required to respond to.

FORM Questions

- Are you leaving or returning?
- Where are you going?

The FORM will timestamp and name the student, serving as a digital pass when they complete their form.

Only allow one student to be out of the classroom to use the restroom at one time. If there is an emergency or a unique circumstance where more than one student needs to exit at the same time, ALL need to complete the form.

Baker Middle School

HYBRID TIME SCHEDULE

2020-2021

Students Enter Building	8:05– 8:15 am		
Warning Bell	8:15 – 8:20 am		
1 st /4 th Hour	8:20 – 9:50 am		
*Passing/Cleaning Time	9:50 - 10:00 am 9:50 – 9:55 am <i>Passing Time to 2nd/5th Hr</i> *9:55 – 10:00 am <i>Cleaning 2nd/5th Hr</i>		
2 nd /5 th Hour & Lunch	10:00 – 12:00 pm		
	A	B	C (6 th Grade Only)
	Class (1 st half): 10 – 10:30	Class (1 st half): 10:00 – 11:00	Class: 10:00 – 11:30
	Passing 10:30 – 10:33	Passing/Cleaning: 11:00 – 11:03	Passing/Cleaning: 11:30 – 11:35
	Lunch: 10:33 – 10:58	Lunch: 11:03 – 11:28	Lunch: 11:35 – 12:00
	Passing/Cleaning: 10:58 – 11:00	Passing/Cleaning: 11:28 – 11:30	
	Class (2 nd half): 11:00 – 12:00	Class (2 nd half): 11:30 – 12:00	
*Passing/Cleaning Time	12:00 – 12:10 12:00 – 12:05 pm <i>Passing Time to 3rd/6th Hr</i> *12:05 – 12:10 pm <i>Cleaning 3rd/6th Hr</i>		
3 rd /6 th Hour	12:10 – 1:40 pm		
Dismissal/Passing Time	1:40 – 1:50 pm		
Busser Dismissal	1:40 pm		
Walkers/Parent Pick-up Dismissal	1:45pm		
Student Support*	2:20 – 3:05 pm		

*During Student Support time, students, parents, teachers may request virtual students to attend for additional support and/or intervention. Teachers will be available virtually each day during this time.

*The 10-minute passing time will be broken up to 5 minutes of Passing and 5 minutes of cleaning. Students will be provided materials to clean their learning space at the beginning of 2nd/5th and 3rd/6th following passing time.

**6th Grade Elective
Hour Schedule**

6th grade elective classes are only 43 minutes each. There is a letter A and B next to the section number of your student's elective classes on their schedule. These indicate the order of the classes they attend during the hour.

Elective Hours	A: 1 st Class	Passing Time	B: 2 nd Class
1 st /4 th Hour	8:20 – 9:03	4 min	9:07 – 9:50
2 nd /5 th Hour	10:00 – 10:43	4 min	10:47 – 11:30
Lunch (C)	11:35 – 12:00 PM		

HYBRID HALF-DAY

Hybrid Half day Schedule

Half Day Hybrid
A/8 Days
1 st /4 th hour (65) 8:20-9:25
Passing time (10)
2 nd /5 th hour (65) 9:35-10:40
Passing time (10)
3 rd /6 th hour (65) 10:50-11:55

Hybrid C Day Schedule with 6th Grade Electives

1 st Hour	8:20-9:10	(1 st Class 8:20 – 8:43) 4 min passing (2 nd Class 8:47 – 9:10)
2 nd Hour	9:20-10:10	(1 st Class 9:20 – 9:43) 4 min passing (2 nd Class 9:47 – 10:10)
BREAK 15 MIN		
3 rd Hour	10:25-11:15	
4 th Hour	11:25-12:15	(1 st Class 11:25 – 11:48) 4 min passing (2 nd Class 11:52 – 12:15)
LUNCH 30 MIN		
5 th Hour	12:45-1:35	(1 st Class 12:45 – 1:08) 4 min passing (2 nd Class 1:12 – 1:35)
6 th Hour	1:45-2:35	
No Student Support		

Baker Middle School VIRTUAL TIME SCHEDULE 2020-2021

A day Hours 1-3	B day Hours 4-6	Wednesdays A day or B day No Student Support
Teacher Report: 7:50-8:00	Teacher Report: 7:50-8:00	Teacher Report: 7:50-8:00
8:00-9:30 1 st hour (90-minute block)	8:00-9:30 4 th hour (90-minute block)	8:00-9:30 1 st /4 th hour (90-minute block)
Break/Prep 25 min	Break/Prep 25 min	Break/Prep 25 min
9:55 -11:25 2 nd hour (90-minute block)	9:55 - 11:25 5 th hour (90-minute block)	9:55 - 11:25 2 nd /5 th hour (90-minute block)
Break/Lunch 35 min	Break/Lunch 35 min	Break/Lunch 35 min
12:00-1:30 3 rd hour (90-minute block)	12:00-1:30 6 th hour (90-minute block)	12:00-1:30 3 rd /6 th hour (90-minute block)
1:35-2:20 (45 min) Student support, Small Groups, Intervention	1:35-2:20 (45 min) Student support, Small Groups, Intervention	1:35-3:00 (85 min) Teacher team collaboration and professional learning
2:20-3:00 (40 min) Teacher team collaboration and professional learning	2:20-3:00 (40 min) Teacher team collaboration and professional learning	

VIRTUAL 6th GRADE SCHEDULE

- 8:00-9:30 1st / 4th Period (90 min)
 - 6th Grade Electives (4 Min Passing)
 - 1st Class 8:00 – 8:43 (43 min)
 - 2nd Class 8:47 – 9:30 min – (43 min)
- 9:55-11:25 2nd / 5th Period (90 min)
 - 6th Grade Electives (4 Min Passing)
 - 1st Class 9:55 – 10:38 (43 min)
 - 2nd Class 10:42 – 11:25 min – (43 min)

Virtual Half-Day Schedule

Class	Time
1 st /4 th Hour	8:00 am – 9:00 am
2 nd /5 th Hour	9:10 am – 10:10 am
3 rd /6 th Hour	10:20 am – 11:20 am

District Secondary A/B Calendar

01 January 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1	2	3
4	B	A	B	A	B	9
11	A	B	A	B	A	16
18	WINTER BREAK K-12 NO SCHOOL	B-6 FULL DAY K-5 CLASS RUS 1-2 K-5 CLASS RUS 1-2 K-5 CLASS RUS 1-2	A-6 ONLY K-5 FULL DAY K-5 CLASS RUS 1-2 K-5 CLASS RUS 1-2	B-6 ONLY K-5 FULL DAY K-5 CLASS RUS 1-2 K-5 CLASS RUS 1-2	23	24
25	A	B	A	B	A	30
1	2	3	4	5	6	7

A DAYS: 9 FULL DAYS (MS); 9 FULL DAYS (HS)

B DAYS: 8 FULL DAYS (MS); 1 HALF DAY (MS); 7 FULL DAYS (HS)

February

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

02 February 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	B	A	B	A	6
8	B	A	10 COUNT DAY HOURS 1-6	B	A	13
15	16 WINTER BREAK NO SCHOOL	17 WINTER BREAK NO SCHOOL	18	A	B	20
22	A	23	B	24	A	25
1	2	3	4	5	6	7
8	9	10	11	12	13	14

A DAYS: 8 FULL DAYS (MS & HS)

B DAYS: 8 FULL DAYS (MS & HS)

March

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

03 March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 B	2 A	3 WELLNESS WEDNESDAY 6-12 ASYNCHRONOUS HOURS 1-6	4 B	5 A	6	7
8 B	9 A	10 B	11 A	12 B	13	14
15 A	16 B	17 A	18 B	19 A	20	21
22 B	23 A	24 B	25 A	26 B	27	28
29 SPRING BREAK	30 SPRING BREAK	31 SPRING BREAK	1 SPRING BREAK	2 SPRING BREAK	3	4
5	6	7	8	9	10	11

A DAYS: 9 FULL DAYS (MS & HS)

B DAYS: 9 FULL DAYS (MS & HS)

April						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Assigned Lunches

A – Day 2 nd Hour and Lunch					
1 st Lunch		2 nd Lunch		3 rd Lunch	
Class (1 st half)	10:00 – 10:30	Class (1 st Half)	10:00 – 11:00	Class	10:00 – 11:30
Passing/Cleanin g	10:30 - 10:33	Passing/Cleanin g	11:00 – 11:03	<i>Elective A</i>	10:00 – 10:42
Lunch	10:33 – 10:58	Lunch	11:03 – 11:28	<i>Elective B</i>	10:48 – 11:30
Passing/Cleanin g	10:58 – 11:00	Passing/Cleanin g	11:28 – 11:30	Passing/Cleaning	11:30 – 11:35
Class (2 nd half)	11:00 – 12:00	Class (2 nd Half)	11:30 – 12:00	Lunch	11:35 – 12:00
Teacher Lunches					
1 st Lunch		2 nd Lunch		3 rd Lunch	
Cafeteria	Flag Hallway	Cafeteria	Flag Hallway	Cafeteria	Flag Hallway
Adelman	Bollavaram	Avery	Bai	Booza	Cacaj
Hosbach	Costello	Harnish	Kemp	Eve	Schmidt, K
Gaglio	Quinn	Fahnestock	Hughes	Kennedy	LaTorre
Piraino		Pease		Morgan	Oudsema
Traver		Xydas, S		Herberholz	Taylor
Welsh		Uebbing			Xydas, L
		Krzeminski			

B – Day 5th Hour and Lunch					
1 st Lunch		2 nd Lunch		3 rd Lunch	
Class (1 st half)	10:00 – 10:30	Class (1 st Half)	10:00 – 11:00	Class	10:00 – 11:30
Passing/Cleaning	10:30 - 10:33	Passing/Cleaning	11:00 – 11:03	<i>Elective A</i>	10:00 – 10:42
Lunch	10:33 – 10:58	Lunch	11:03 – 11:28	<i>Elective B</i>	10:48 – 11:30
Passing/Cleaning	10:58 – 11:00	Passing/Cleaning	11:28 – 11:30	Passing/Cleaning	11:30 – 11:35
Class (2 nd half)	11:00 – 12:00	Class (2 nd Half)	11:30 – 12:00	Lunch	11:35 – 12:00
Teacher Lunches					
1 st Lunch		2 nd Lunch		3 rd Lunch	
Cafeteria	Flag Hallway	Cafeteria	Flag Hallway	Cafeteria	Flag Hallway
Adelman	Costello	Booza	Pease	Barbat	Cacaj
Bollavaram	Kemp	Hosbach	Krzeminski	Eve	Schmidt, K
Harnish	Traver	Martin	Shen	Kennedy	LaTorre
MacIntosh		McKenney	Becker	Fahnestock	Schmidt, J
Welsh		Yatooma		Xydas, S	Taylor
		Quinn		Kay	
		Gaglio		Morgan	
		Uebbing			