

MacArthur Middle School

**Building a Strong Foundation
for
Future Success**

**Student/Parent
Handbook
2020-2021**



MacArthur Middle School

510 NE 45th St., Lawton, OK73507-6199

Telephone: (580)353-5111 Fax: (580)585-6435

The 6th Grade Team, with Gold for the flowers of the gorse, colored like the new dawn on the highlands;

The 7th Grade Team, with Green for the pines that grow strong and tall;

The 8th Grade Team, with Black for the twilight of childhood leading to the future of the new dawn;

This is the making of our MacArthur kilt which shows we are all one family!

Mascot

Our symbol is the “MacArthur Scot”, true to the Scottish heritage of General Douglas MacArthur.

MacArthur Middle School Important Contacts:

MacArthur Middle School.....	580-353-5111
Regina Stuever, Principal.....	x4400
Courtney Ferguson, 6 th Grade Assistant Principal.....	x4406
Diane Engel, 6 th Grade Counselor.....	x4409
Steve Schraner, 7 th Grade Assistant Principal.....	x4403
Koreenna Gonzalez, 7 th Grade Counselor.....	x4407
Steve Doughty, 8 th Grade Assistant Principal.....	x4408
Erin Berry, 8 th Grade Counselor.....	x4404

Lawton Public Schools Guiding Principles:

1. We equitably serve our students’ needs as career-bound citizens.
2. We celebrate our diversity within a culture of shared professional ideas.
3. We foster investment in LPS through communication, collaboration, and transparency.
4. We promote healthy and fit lifestyles as we learn, do and teach.

Mission

At MacArthur Middle School we will foster our students’ natural curiosity and love of learning to build a strong foundation for future success as lifelong learners and responsible citizens.

2020-2021 Bell Schedule (revised)

6th Grade

7:35 – 8:02	Scot Talk/Homeroom*
8:05 – 8:55	1 st Period
8:58 – 9:54	2 nd Period
9:57 – 10:49	3 rd Period
10:52 – 11:43	4 th Period
11:46 – 12:16	Lunch (with 5 th Period class)
12:16 – 1:07	5 th Period
1:10 – 2:01	6 th Period (elective)
2:04 – 2:55	7 th Period (elective)

**Homeroom is with student's 5th Period class*

7th Grade

7:35 – 8:02	Scot Talk/Homeroom*
8:05 – 8:55	1 st Period
8:58 – 9:54	2 nd Period (elective)
9:57 – 10:49	3 rd Period (elective)
10:52 – 11:43	4 th Period
11:46 – 12:37	5 th Period
12:37 – 1:07	Lunch (with 5 th Period class)
1:10 – 2:01	6 th Period
2:04 – 2:55	7 th Period

**Homeroom is with student's 5th Period class*

8th Grade

7:35 – 8:02	Scot Talk/Homeroom*
8:05 – 8:55	1 st Period
8:58 – 9:54	2 nd Period
9:57 – 10:49	3 rd Period
10:52 – 11:43	4 th Period (elective)
11:46 – 12:37	5 th Period (elective)
12:37 – 1:07	Lunch (with 6 th Period class)
1:10 – 2:01	6 th Period
2:04 – 2:55	7 th Period

**Homeroom is with student's 6th Period class*

Arrival/Dismissal Procedures

2020-2021

For safety, security and to make our school an inviting place to visit...follow these procedures at all times.

Arrival Procedures

- Students may enter the school through the **north and south doors** at 7:35 am.
- From 7:35-7:55 AM, all students will be offered a grab-and-go breakfast item(s).
- At 7:55 Scot Talk will take place virtually, in the classroom.
- At 8:58 the beginning of 2nd hour, all students will receive breakfast in their classroom.

Metal Detectors & Security

- The purpose of the detector is to help eliminate contraband entering the school campus.
- After IDs are issued, wear your ID around your neck on a lanyard.
- If you see or hear of something that could be a danger, say something to an adult.
- Reporting a danger is not snitching but is being a friend to all.

In the Hall, at Lunch, in Class

- When the red flash light is on, stop what you are doing.
-Stop talking, running, or any other inappropriate behavior.
- Don't put your stuff along the walls in the morning

Outside, North of the North doors

GENERALLY STUDENTS WILL NOT BE HERE BEFORE OR AFTER SCHOOL:

Students will enter through the north or south doors.

This is where students wait to be picked up at the end of the day!

No horseplay any time in front of the school.

Students wanting to run and play (not horseplay) are permitted south of this area in the field.

Departure Procedures

School ends at 2:55

- By 3:00 pm, ALL students will be outside unless they have reported to an after school program (by 3:00 pm)
- Students who exit the building at 3:00 pm are not permitted to re-enter the building except for a TRUE emergency
 - Sick and need to go to the restroom
 - Report to the office to call home
 - Report to the office to report a disciplinary situation of an immediate nature (fight, injury, etc.)
- Please use the Bus Map locate your bus...look for a Principal or Counselor if you are confused
- **Students should be picked up at 2:55 pm unless under immediate supervision of an MMS faculty member.**
- **Practice the Life Principles**
 - Make wise choices
 - Utilize and trust in the strength you have to carry out those choices
 - Practice self-control in thought, word and deed
 - Treat others as you want to be treated with fairness and respect
- Give assistance to guests with the door and/or directions when appropriate
- Be an ambassador toward our guests and a shining example of a MacArthur Scot
- Make every day a great day...that choice is yours!

MMS Tardy Policy

- Tardies are counted per class period by each individual teacher
- Tardies are reset at the Semester
- Lunch detention is assigned and housed by the assigning teacher
- Elective teachers will refer tardies to grade level team leader or grade level administrator.

1st tardy – verbal warning; sign tardy book

2nd tardy--parent/guardian is contacted; record in Infinite Campus; sign tardy book

3rd tardy – Lunch Detention will be assigned (If student does not show for detention, he/she will be assigned two days. If student does not show for two days lunch detention, student will be referred to grade level administrator); sign tardy book

4th tardy or greater – referral to principal, 3 Days ISS or more

Absences

- Parents should call the school and let the secretary know and email teachers
- Students who arrive after 8:05 must report to the main office for check-in
- Absences are only considered 'verified' when appropriate documentation is provided. A phone call to the school is not considered documentation of a verified absence.

Attendance and Ability to Receive Credit

NO STUDENT SHALL RECEIVE SEMESTER CREDIT IN A COURSE IN WHICH THE STUDENT IS ABSENT MORE THAN TEN (10) DAYS PER SEMESTER excluding approved activity absences, court appearances religious observances or illnesses documented by a licensed medial practitioner. The building principal shall have discretionary authority to approve any make up or waiver for days missed beyond the 10-day limit.

Dress Code

Dress – It is an expectation of the board of education that as career bound citizens, all students shall dress conservatively and appropriately during school hours and activities. All clothing, visible images, and text must be appropriate for school setting, free of vulgarity and cannot promote anything illegal or age-inappropriate. Body piercing jewelry or adornment is not allowed except in the ears. Clothing must be free of holes which expose undergarments or skin above fingertip length when standing. Clothing must fit appropriately. General dress or appearance must not disrupt the educational process. Exceptions may be made for Spirit Week on a school-wide basis.

Allowable Dress

- Jeans, slacks, wind pants, capris, and overalls which rest at the waist and cover all undergarments above fingertip length when standing
- Dresses, shorts, and skirts which extend to fingertip length when standing
- T-shirts, shirts, blouses, sweaters, and pullovers fitted armholes which cover cleavage, undergarments, underarms and midriff when sitting or standing
- Shoes designed to be worn outdoors and which do not pose possible damage to Flooring
- Head gear for religious or medical purposes

Academic Work

- Follow directions
- Name and headings need to be on papers
- Make sure you know and understand the LESSON OBJECTIVE for learning that day
 - Ask your teacher if it is not clearly written on the board
- Be neat
- Turn in your work on time
- Late work will be accepted, with penalty, up to the end of the current grading period
- Be proactive, get assistance before you need real help
- “F” is not an option. If you fail an assignment, go to your teacher for help
- If you are having a personal issue that might interfere with your academics, communicate with your teachers

Hallway Conduct

- Stay to the right
- Stay out of the vending machines unless it is lunch time
- Be civil
- Be polite
- Be punctual
- Please walk
- Please do not be loud, but use your “Inside” voice
- Horseplay is never allowed

Cell phones & other electronic devices

- Students may use their cell phones and Smart Watches before they enter the building in the morning.
- Students may use their cell phones and Smart Watches on the way out of the building in the afternoon after dismissal
- Students may use their cell phones and Smart Watches for an educational or instructional purpose with the teacher’s permission and supervision.
- Students may not use their cell phones and Smart Watches at any other time during the school day.
Cell phones and other electronic devices that are confiscated can be picked up by parents after school
- All electronic devices and phones should be locked in your locker
- The school is not responsible for lost items
- Phones and other devices (if) confiscated may be picked up after school by parent or guardian
- The use of all electronic devices, cell phones, iPads, games, etc. is strictly prohibited. Students will be respectful and courteous of others, and work quietly the entire time. Students will be responsible for completing their work.

Cell Phones/Personal Electronic Devices Confiscation Procedures

In accord with FNG STUDENT ACCEPTABLE USE OF PERSONAL ELECTRONIC DEVICES, any cell phone and/or personal electronic device found to be on or in use during the instructional day or that causes disruptions during the instructional day, unless otherwise permitted by policy or as permitted by a teacher for an academic purpose, may be confiscated by a teacher, counselor or administrator.

The phone and /or personal electronic device, if confiscated, will be the sole responsibility of the teacher, counselor or administrator until signed in at the Office with the designated secretary. Until logged in through the office the teacher, counselor or administrator will be responsible for theft, loss or damage of said device IF the district employee has demonstrated reckless disregard for these procedures as approved by the school.

Cell phone and/or personal electronic device confiscated and logged in the main office will be locked up by the secretary.

Cell phone and /or personal electronic device confiscated will only be returned to a parent/guardian or other responsible adult designated by the parent (those listed on the emergency pick up list) in the main office per LPS Policy FNG#7.

There will be no exceptions to this practice to this procedure unless determined for a grave reason by the building administrator.

Students have been informed of this policy during grade level assemblies, during a face to face meeting with Grade Level Administrator within the first week of each semester, and through our school website.

We ask that parents help us by supporting this policy thereby creating a school environment that is safe and conducive to learning for ALL students.

Tobacco

- All forms of tobacco and e-cigarette shall NOT be used or possessed by any student on school premises
- All buildings are designated non-smoking/non-tobacco use facilities

Offense	Penalty
1 st	3 days in school suspension
2 nd	3 days suspension
3 rd	Student is now subject to long-term suspension for remainder of semester or year

Possible Consequences

- Conference (teacher/student)
- Behavior Reflection
- Parent advised
- Conference (Counselor/student/teacher/parent)
- Behavior Contract
- Community Service
- Conference (Principal/student)
- Refocus
- In School Suspension
- Parent Shadowing
- Non-participation in extra-curricular activities
- Suspension
- Bridge Academy or long-term suspension

ISS

(In School Suspension)

In room #48, at end of Lil' Mac

Used generally for disruptive disciplinary infractions

Most students NEVER get in trouble!

- How can a student avoid any of these negative consequences?
 - Follow the MMS Creed
 - Practice the Life Principles everyday
 - Follow MMS and LPS rules, policies and procedures
 - Ask yourself: "If the person I most love and respect in this world was here with me would I do or say _____?"

Lunch Procedures 2020-2021

Students will eat within their homeroom class at the end of 5th hour (beginning of 5th hour for 6th grade). 6th grade students will transition to their 5th hour class at the start of their lunch period. 8th grade will transition to their 6th hour class at the start of their lunch period. Students will get their lunch in the cafeteria lines and take it to the classroom. Weekly menu options are shown during Scot Talk and displayed on screens in the Commons area during lunch. Parents will need to ensure that students have money on their lunch accounts so there will be no delay in any student receiving lunch. ***(Due to federal pandemic assistance, all students currently receive free lunch and breakfast.)*** When appropriate, meals will be prepackaged and individually wrapped to ensure safety. We have been informed that teachers' lunch will be paid if they eat with students. Lunch should not be utilized as instructional time. This will be the only time during the day for any type of socialization. Middle School students require some down time. We will have better afternoon classes if we allow students to have time to unwind during lunch.

When needed, parents can add money to a child's account from the LPS website by clicking on the child nutrition icon. https://www.lawtonps.org/493571_3

Vending opportunities will take place before and after school. The schedule will rotate daily or weekly. Students must show money and school ID to the teacher in order to be dismissed to go to vending. All students will be required to wear a mask and social distance.

Chromebooks

Equipment

MacArthur Middle School (to be recognized as MMS) retains the sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. The classroom teachers, school administration, or district employees retain the right to collect and/or inspect the Chromebook at any time and to alter, add or delete installed software or hardware. Usage is a privilege not a right.

There is a \$30.00 required non-refundable insurance fee per year for equipment. The fee includes the Chromebook, case, and charger. There is a \$15.00 non-refundable insurance fee per year for internet hotspot.

If a student transfers to another LPS site the fees will transfer for the current school year. If a student is withdrawing from MMS, the Chromebook, charger, case and internet hotspot, must be returned to MMS prior to the completion of the Withdraw paperwork.

Substitution of Equipment

In the event that the Chromebook is inoperable, MMS has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. This agreement remains in effect for the substitute.

Students may substitute their own equipment, including Chromebook or other device. The MMS provided case must remain on the school-issued Chromebooks at all times.

Customization of Equipment

The student is not permitted to alter or add apps to customize the assigned Chromebook to their own working styles (i.e. System Preferences). The student is not permitted to install software on the assigned Chromebook. The student is allowed to add files to their Chromebook, pending the suitability for the learning environment

Damage or Loss of Equipment

The student will report any damage or loss to the classroom teacher, who will determine necessary action. If the Chromebook is lost or stolen It is the parent's responsibility to file a police report.

Student Responsibilities:

- Bring the Chromebook to the school ***daily, fully charged***
- Keep the Chromebook with you at all times
- Students are responsible for his/her own Chromebook. Chromebook use by others is prohibited
- Following the Lawton Public School's Acceptable Use Policy
- Report any problems, damage or theft immediately to a teacher
- Chromebooks **WILL** be taken home by students **DAILY**.
- Legal action may be taken if the Chromebook is not returned to MMS.
- Chromebooks are not permitted in restrooms.
- Suspended students are responsible for taking their assigned Chromebook home and maintaining its care.

General Care:

- Do not do anything to the Chromebook that will permanently alter it in anyway.
- Do not remove any serial numbers or identification placed on the Chromebook.
- Do not remove the case from the Chromebook
- Keep the equipment clean
- Clean the screen with a soft, dry, antistatic cloth or with a screen cleaner designed specifically for LCD type screens only

Restricted Use (revised January 2021):

Students who violate one or more of the conditions below may at the Principal's or the District's discretion be placed on Restricted Use until the administration determines the student has satisfied the conditions for non-restrictive use. Reasons for placing a student on Restrictive Use include, but are not limited to the following:

- Excessive damage
- Loss
- Non-compliance of user agreements
- Violation of Board of Education Policies and/or Administrative regulations
- Violation of the Lawton Public School's Acceptable Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on Chromebook
- Repeated failure to bring Chromebook to class daily or failure to bring Chromebook to class charged
Students who have required use of a loaner device will be subject to the Chromebook Loaner Guidelines listed below.
- This is a non-exclusive list and can be changed as the administration deems necessary

Chromebook Loaner Guidelines (added January 2021):

- Students who come to school without a charged Chromebook, upon entering the building, should report to the main office and call home to see if a parent can bring them their Chromebook.
- If a parent can bring the charged Chromebook by 8:35 AM, then the student will NOT need a loaner and reports to their homeroom class.
- However, if the parent cannot deliver the charged Chromebook, the student will report to Mr. Wilmore in Room 48 to receive a loaner device.

Disciplinary procedures for students who habitually forget their device or do not have a charged Chromebook daily, will be as follows:

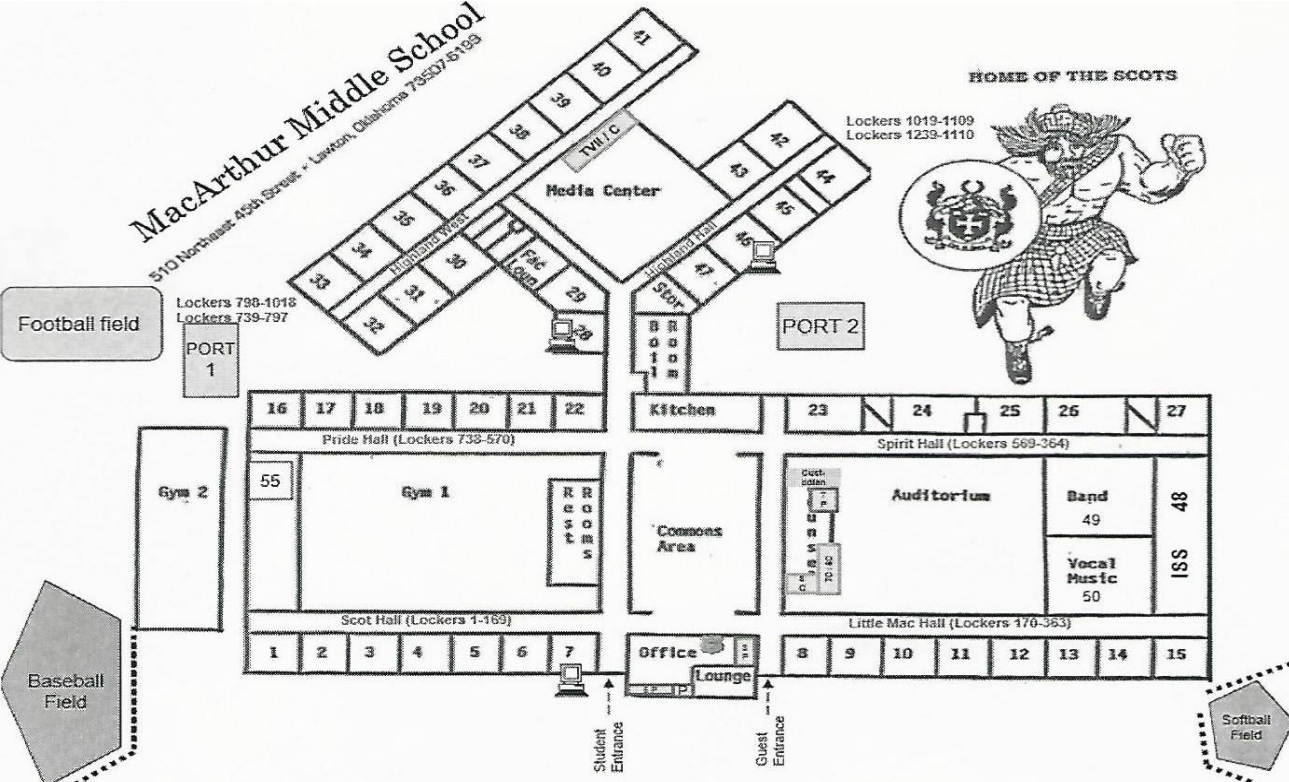
- 1st time: Student will call a parent from the office to bring charged Chromebook. If parent cannot bring it, the student will report to Room 48 to receive a loaner from Mr. Wilmore. Use of the loaner device will be documented by Mr. Wilmore.
- 2nd time: Student will report to Room 48 for a loaner device. Loaner use will be documented and the student will be referred to their grade-level counselor. The counselor will call a parent and document in the school contact log.
- 3rd time: Student will report to Room 48 for a loaner device. Loaner use will be documented and the student will be referred to their grade-level administrator. The grade-level administrator will call a parent and assign student to ISS for the remainder of the day to complete lessons during their assigned class hour through Google Classroom.
- Any additional infractions will be handled in the same manner as the 3rd time.

MacArthur Middle School

510 Northeast 45th Street • Lawton, Oklahoma 73507-8169

HOME OF THE SCOTS

Lockers 1019-1109
Lockers 1239-1110





Great Expectations' Life Principles

Common sense (Prudence) – thinking before acting; using good judgment

Character – What you are/do when no one is watching

Dependability – Reliable; trustworthy

Excellence – To stand out with valuable qualities

Honesty – truthfulness

Integrity – acting according to a sense of right and wrong

Propriety – standard of what is socially acceptable in conduct or speech

Responsibility – making the choice to be reliable and dependable

Thankfulness – The act of being grateful; glad

Fortitude – strength of mind that enables a person to encounter danger or bear pain or adversity with courage

Courage – strength to act even when afraid or uncertain

Diligence – Steady and energetic effort

Initiative – taking action; originating new ideas

Perseverance – ability to persist or continue striving to the end

Resiliency – recovering from or adjusting easily to misfortune or change

Self-Discipline – the ability to choose and control one's own actions

Service – giving of one's time and energies to help others

Tenacious – Persistent, never give up

Temperance – moderation in action, thought, and feeling

Attitude – A feeling or emotion to a fact

Cooperation – working together

Empathy – capacity for participating in another's feelings or ideas

Flexibility – ability to make adjustments or alter plans

Generosity – Willingness to give or share

Giving – To care for and devote oneself to another

Humility – being humble, not proud or haughty, not arrogant or assertive

Optimism – an inclination to put the most favorable construction upon actions and happenings or to anticipate the best possible outcome

Justice – being fair, right, and upholding what is right

Charity – Kindness or help for the needy or suffering

Commitment – keeping a promise or pledge

Compassion – ability to share another's feelings or ideas

Courtesy – consideration, cooperation, and generosity

Friendship – caring for and trusting others

Loyalty – faithfulness to another

Patriotism – love for or devotion to one's country

Respect – feeling honor

How to Ride

THE
LATS
LAWTON AREA TRANSIT SYSTEM

What's your destination?


How to Ride

LATS

LATS runs Monday-Friday from 6:00am-7:00pm and Saturday from 9:00am-9:00pm.

LATS does not operate on Sundays or the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

1. Obtain a LATS route map and determine which of the routes services your pick-up and destination locations.




How to Ride

LATS

All routes, except the Yellow routes, have two buses, one that runs clockwise and one that runs counterclockwise. If in doubt of which bus to take, ask the operator or call LATS at (580) 248-5252 ext. 100 or TTY (580) 248-3940 (for hearing impaired) or visit us on our website at www.ridelats.com.

2. Determine what time the bus will be arriving at your pick-up location. If your pick-up location is not listed on a schedule, determine the departure time on the schedule prior to your location. This is the time you want to be standing at your location to catch the bus.



How to Read Route Maps & Schedules

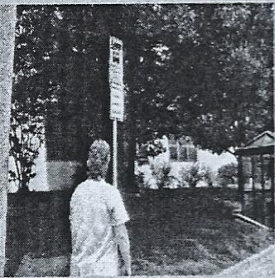
LATS

- Your trip may require a transfer or have multiple routes which can take you to your destination. Take a moment to study all routes and determine the best route and time frame for your trip.
- Locate the correct route(s) that serve your pick-up location and destination on the LATS route map.
- Locate the route schedule(s) that corresponds with the route(s) you will be taking to determine what time you need to be at your pick-up location.
- Read down the column of your pick-up location to find the time you would like to catch the bus.
- If your pick-up location is not listed on the schedule, determine the departure time on the schedule prior to your location. This is the time you want to be standing at your location to catch the bus.

How to Ride

LATS

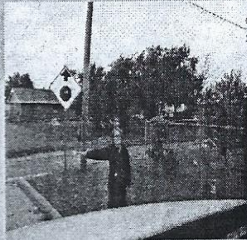
3. Arrive at your pick-up location a few minutes before the scheduled arrival time of your bus. Stand on the street corner before the intersection, or on the street next to a LATS bus stop sign, route sign, bench, or shelter.




How to Ride

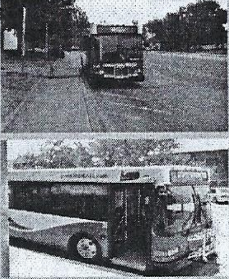
LATS


4. LATS makes flag stops for passengers standing on any street corner along the route. Signal the driver of the approaching LATS bus by holding your arm out with your palm facing down. For safety reasons, avoid flagging the bus at major intersections or immediately before a right or left turn lane.




How to Ride  **Boarding a LATS Bus**

5. When the bus approaches, look at the route and destination sign above the windshield or on the curbside of the bus to make sure you are boarding the correct bus.



How to Ride  **Boarding a LATS Bus**




6. When the bus stops, wait for the passengers to exit, then board through the side door.

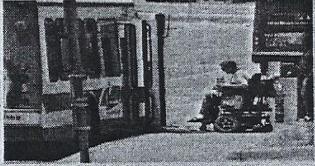
How to Ride  **Boarding a LATS Bus**

7. Show your pass or transfer or place the correct fare in the fare box. Exact fares only; for safety reasons, drivers do not carry change.


8. If you would like a free transfer to complete a one-way trip, ask the operator for one when you board the bus.




How to Ride  **Boarding a LATS Bus**




9. All LATS buses are wheelchair accessible. Wheelchair passengers should allow other passengers to board first. To avoid being struck by the ramp, allow the operator plenty of room to deploy the ramp (about 3 feet from the bus). Operators will assist wheelchair passengers into and out of the vehicle and secure them once they have boarded. If you have the ability to transfer to a seat, please do so to allow for maximum seating on the bus.

How to Ride  **Getting off a LATS Bus**

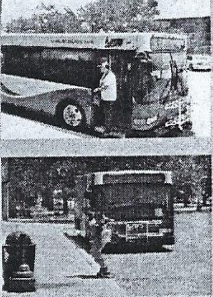


10. To signal your stop, pull the cord by the window about one block before your stop. Remain seated or hold on to the hand strap or seat backs until the bus has stopped.

How to Ride  **Getting Off a LATS Bus**

11. Exit the bus through the side door.

For your safety, after you exit the bus, stand to the side of the road or sidewalk until the bus has pulled away; don't cross in front of or behind the bus.



8/23/2017



Rules of Conduct

- Eating and drinking on LATS buses is not allowed. Food and beverages may be transported only if in a sealed container.
- Store boxes and parcels under your seat. Keep the aisles clear.
- Keep the seats next to you clear of your belongings so other passengers can have a seat.
- If you have to stand, please hold on to the hand straps or seat backs.
- For your safety, do not stand in the ramp area or in front of the yellow line by the fare box.
- Radios, tape decks, and CD players may be used with earphones.
- Profanity, vulgar language, and disorderly conduct is not allowed.
- Smoking of any kind on LATS buses is strictly prohibited.
- LATS follows all ADA Laws concerning service and comfort animals.

Reasons to Ride



- To get to and from work
- After school activities – all Lawton Public Schools junior high and high schools are on or near a route
- Shopping – LATS services all major shopping areas in Lawton
- Movies
- Better for the environment

Questions?

If you have any questions, suggestions, or need help planning your trip, call LATS at (580) 248-5252 ext. 102 or TTY (580) 248-3940 (for hearing impaired). Visit us on our website at www.ridelats.com