

MacArthur Middle School

**Building a Strong Foundation
for
Future Success**

**Student/Parent
Handbook
2021-2022**

MacArthur Middle School

510 NE 45th St., Lawton, OK 73507-6199

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

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

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

The 8th Grade, 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
April Bowden, 6 th Grade Assistant Principal.....	x4408
Diane Engel, Counselor.....	x4409
Steve Schraner, 7 th Grade Assistant Principal.....	x4403
Kelly Mims, 8 th Grade Assistant Principal.....	x4406
Erin Berry, 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.

Arrival/Dismissal Procedures

2021-2022

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.
- Upon entering the building all students will report to their first hour classes.
- During 1st hour Scot Talk will take place virtually, in the classroom.
- During 2nd hour Advisory, students will be offered breakfast.

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 a student does not show up 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 ISD or more

Absences

- Parents need to call the school and let the secretary know
-Email teachers
- If you are arrive after 8:05 you must report to the office
- Just because you call the school, an absence is not verified

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 medical practitioner. The building principal shall have discretionary authority to approve any makeup or waiver of 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
- 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 SmartWatches before they enter the building in the morning.
- Students may use their cell phones and SmartWatches on the way out of the building in the afternoon after dismissal
- Students may use their cell phones and SmartWatches 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.
- 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 phones and/or personal electronic devices confiscated and logged in the main office will be locked up by the secretary.

Cell phones and /or personal electronic devices 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)
- In School Suspension
- Parent Shadowing
- Non-participation in extracurricular activities
- Suspension
- Long-term suspension

ISD

(In School Detention)

In room #6; 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 2021-2022

Students will eat in the cafeteria. They will be escorted by their classroom teacher. Lunch times are divided into 1st, 2nd, and 3rd lunch. Once students are escorted to the cafeteria they will enter the line to receive their choice of tray; students may bring their lunch and go straight to their seat bypassing the line. Student lunches are being offered free of charge once again this school year; however if your student requests extra items those will be charged to their lunch account. Parents please make sure that your child's lunch account is in good standing at all times. As soon as Student ID's are delivered, students are required to scan their badge to receive lunch.

Parents will need to 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 will be available during lunch. Students will follow the guidance for vending use. Students should obtain lunch prior to going to vending. Change will not be provided at the school. No Attendant will be available. Use the vending at your own risk. Students must show money and school ID to the teacher in order to be dismissed to go to vending.

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.

The student will not be allowed to substitute their own equipment, including Chromebook or case. The MMS provided case must remain on the Chromebook 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:

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 Schools Acceptable Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on Chromebook
- Repeated failure to bring Chromebook to class daily/failure to bring Chromebook to class charged
- This is a non-exclusive list and can be changed as the administration deems necessary

MacArthur Middle School

Bell Schedule 2021-2022

Students arrive from 7:35 – 8:05 and report directly to 1st hour class

- 1st Period 8:05 AM– 8:50 AM
- 2nd Period/Advisory/Breakfast 8:53 AM – 9:43 AM
 - 1st Breakfast 8:53 AM – 9:03 AM- Advisory from 9:08 AM – 9:40 AM
 - 2nd Breakfast 9:25 AM – 9:40 AM – Advisory from 8:53 AM – 9:25 AM
- 3rd Period 9:43 AM – 10:28 AM
- 4th Period 10:31 AM – 11:16 AM
- 5th Period 11:19 AM – 12:04 PM
 - 1st Lunch 11:16 AM – 11:43 AM (in class from 11:45 AM – 12:31 PM
 - 2nd Lunch 11:35 AM – 12:08 PM (in class from 11:19 AM – 11:35 AM)
 - Lunch (in class from 12:08 PM – 12:31 PM)
 - 3rd Lunch 12:04 PM – 12:31 PM (in class 11:19 AM – 12:04 PM)
- 6th Period 12:34 PM – 1:19 PM
- 7th Period 1:22 PM – 2:07 PM
- 8th Period 2:10 PM – 2:55 PM

MacArthur Middle School

510 Northeast 45th Street • Lawton, Oklahoma 73507-6799

HOME OF THE SCOTS

Lockers 1019-1109
Lockers 1239-1110



Football field

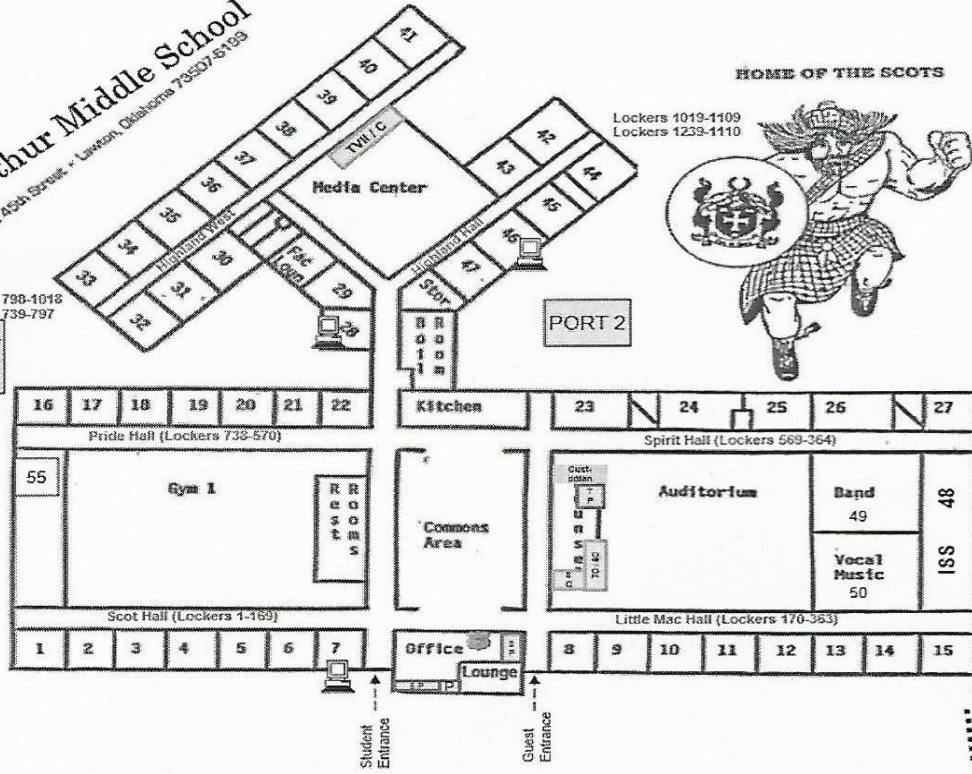
Lockers 798-1018
Lockers 739-797

PORT 1

PORT 2

Baseball Field

Softball Field





We want to share that LATS Saturday rides ARE BACK! Hours of operation are 6 am to 7 pm Monday through Friday and 9am to 6pm on Saturdays, and FREE to LPS students grade 6-12 and staff as long as you have your current LPS ID.

SPOT can help you see where your bus is in real time.

Additional information can be found by calling 580-248-5252, or by going online to www.RideLATS.com

LATS trip planner is an app that is available on all smart phone devices.

HOW DOES LATS TRIP PLANNER WORK?

LATS TRIP PLANNER

Introducing LATS Trip Planner

0:00 / 1:16

COMMUNITY SURVEY

English Version Click on Spanish Version Click on

Translate into My Language

LATS TRIP PLANNER

Lawton Fort Sill, C

From
ex. 110 SW 4th St, Lawton,

To
ex. 611 SW Bishop Rd, Law

☒ Depart at ☐ Arrive by

Date
7/20

Time
10:00 am

For my trip plan, give me:
Bus

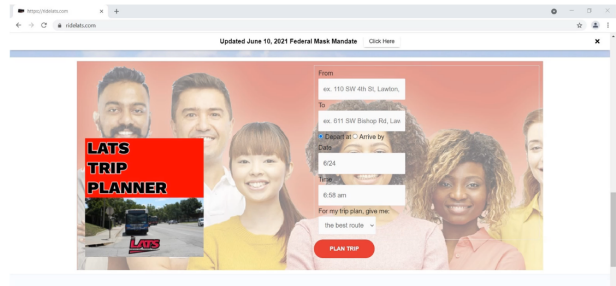
Available on all smart phone devices

1.



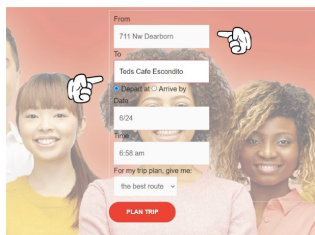
Next scroll down to our LAT\$ Trip Planner

2.



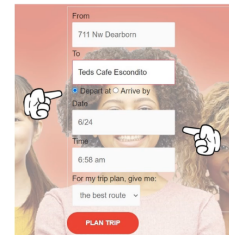
Now simply put in your current location or starting address and then put in your destination.

3.



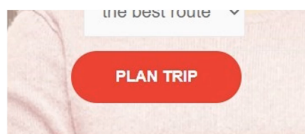
Now choose depart at or arrive by. Next change your date of travel or leave the current one.

4.



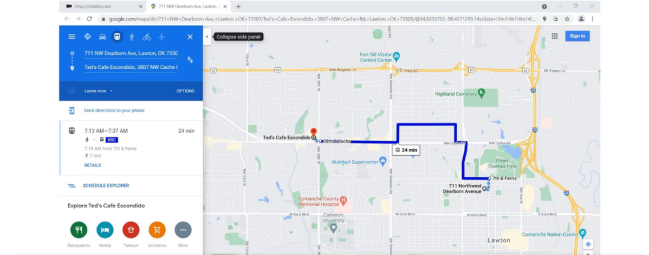
All that's left is to press PLAN TRIP

5.



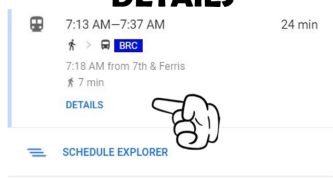
Your best route is now planned out for you. By using Google Maps, you can easily see which bus route is available for your trip.

6.



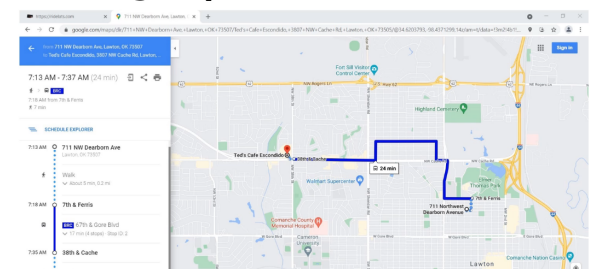
If you need more details, simply click DETAILS

7.



Our new LAT\$ Trip Planner has you in mind. Offering simple convenience in travel

8.



How to ride the LATS bus

1. 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.
2. 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.

Boarding a LATS Bus

3. 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.
4. When the bus stops, wait for the passengers to exit, then board through the side door.
5. 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.
6. If you would like a free transfer to complete a one- way trip, ask the operator for one when you board the bus.
7. 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 ram (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.

Getting off a LATS Bus

8. 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.
9. 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.****



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.

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