



**MILTON-UNION MIDDLE
SCHOOL
7630 MILTON-POTSDAM ROAD
WEST MILTON, OHIO 45383
937-884-7930**

STUDENT HANDBOOK 2023 - 2024

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight.

Printed on recyclable paper.



2023-2024 Daily Schedules

Regular Schedule:

1 st Period	7:40 – 8:26
2 nd Period	8:29 – 9:15
3 rd Period	9:18 – 10:04
4 th Period	10:07 – 10:53
5 th Period – Lunch	10:56 – 11:26
*11:08 – 11:26 Go to Gym (every 6 th day – grade level groups rotate)	
6 th Period – Academic Assist	11:26 – 11:56
7 th Period	11:59 – 12:49
8 th Period	12:52 – 1:42
9 th Period & Dismissal	1:45 – 2:35

2 hour Delay Schedule:

1 st Period	9:40 – 10:15
2 nd Period	10:18 – 10:53
5 th Period – Lunch	10:56 – 11:26
*11:08 – 11:26 Go to Gym (every 6 th day – grade level groups rotate)	
6 th Period – Academic Assist	11:26 – 11:56
3 rd Period	11:59 – 12:28
4 th Period	12:31 – 12:59
7 th Period	1:02 – 1:31
8 th Period	1:34 – 2:03
9 th Period & Dismissal	2:06 – 2:35

M.U.M.S. Expectations

2023-2024

All students need to make choices that are **Safe, Responsible, and Ready to Learn**

1. Respect the right to teach and the right to learn.
2. Be prepared to learn.
 - Listen closely.
 - Follow directions.
 - Always cooperate.
 - Be on time.
 - Bring all necessary materials and a silent reading book.
3. Use the agenda planner.
 - Record assignments
 - Use hallway passport to identify reason in hallway.

If the above expectations are not observed, the student will be warned. If after a warning the student has not complied, the following may be used:

- Removal of classroom privileges
- Private conference with the student(s).
- Removal of non-academic activity privilege.
- Plan of action development (Problem/Solution).
- Communication with parent/guardian.
- Detention
- Teacher/Student/Parent conference.

SEVERE BEHAVIOR CLAUSE: Any severe behavior (i.e., profanity, repeated/deliberate defiance, fighting, etc....) will result in an office referral and/or removal from classroom, skipping all other levels of classroom consequences.

Milton-Union's Mission

We empower students to achieve their full academic and personal potential.

Milton-Union's Vision

Creating Awesome

EXPECTATIONS OF M-U STUDENTS

As a student, I will:

1. Attend all classes daily and on time.
2. Come to class prepared and ready to work.
3. Respect all property and individuals – no swearing, threatening, name-calling, harassing or bullying.
4. Obey school rules and regulations.
5. Contribute appropriately and to the best of my ability.
6. Make education a top priority.
7. Study!
8. Read!
9. Complete all assignments, including homework, Mathia and iReady.
10. Agree to:
 - a. Work at solving problems.
 - b. Tell the truth.
 - c. Listen to others.
 - d. Resolve conflicts peacefully.

Welcome to Milton-Union Middle School!

The entire middle school staff would like to welcome you to Milton-Union Middle School for the 2023-2024 school year. Opportunities abound for you to gain new skills, acquire new knowledge, and appreciate other individuals. These accomplishments are necessary for you to become successful in middle school, high school and later as a functioning adult in our society.

For 6th, 7th and 8th graders, Middle School means gaining new knowledge and maturity. We feel that our program has been designed to meet the needs of everyone. Staff are available to help you accomplish your goals, explore your interests, and develop your talents.

For any organization to run smoothly and efficiently, it is necessary to have rules and regulations. It is expected that you and your parents will read this handbook and familiarize yourselves with the rules and regulations that are vital in assuring an atmosphere that is safe, responsible, and ready to learn.

Your help is needed in making this "your" school. *You must accept responsibility for your behavior in the classroom, in the halls, on school property, during school activities and on the bus. Your attitude towards accepting responsibility will make the difference between success and failure.*

STEPS TO STUDENT SUCCESS:

- Believe in yourself!
- If you are having problems, seek the help of a teacher, school counselor, the principal, or another staff member.
- Be prepared with all necessary materials.
- Look for someone you can help in or out of school. Put your talents to great use!

At this time in your life, EDUCATION is your career. **Coming to school is your job** and to be successful you must:

1. Take the necessary materials including your agenda planner to class daily.
2. Take your laptop (charged!), textbooks, workbooks, notebooks, and a silent reading book to **each** class.
3. Know which classes require special materials. Be responsible for taking those materials to class. Be prepared and complete ALL homework assignments.
4. Be responsible for and involved in your learning!

AGENDA BOOKS

Student agenda books are provided for each student at the beginning of the year. This book contains the MUMS Handbook, as well as daily assignment sections for recording homework. This is a great tool for organizing and making sure all your work is accomplished. **Students must always keep agenda books with them as they could be used for hall passes, library identification code, restroom passes and direct, daily communication between home and school. Students are not to tear pages out of their agendas, nor deface them in any way.** If a student loses his/her agenda, the student will purchase a replacement at his/her expense.

ATTENDANCE

Attendance procedures promote good attendance and help students attain academic skills. *The foundation for good schoolwork is daily attendance.* Attendance is taken daily. A student who is not in class will be considered absent. **Excessive absences, excused or unexcused, will be addressed on an individual basis.**

For specific information about attendance guidelines, please see the Milton-Union Parent/Student Handbook.

Early Dismissals

When an early dismissal is necessary because of an appointment or family business, **the student is to bring a note from the parent/guardian to the office before the start of the school day.** The following information is needed: the student's name, date, and the reason for and the time of dismissal. If a parent requests early dismissal by phone, the parent must speak directly with a school secretary or administrator. The parent, or an adult listed on the student's emergency medical form, must sign the student out in the office when dismissed. Photo I.D. must be shown to sign a student out at the office.

Tardiness

Students are expected to arrive at school on time. **Arrivals between 7:40a.m. and 8:10a.m. are tardy.**

Students need to report to the office, sign in and get a pass to enter class. If the student has visited the doctor, dentist or orthodontist, a note from his/her office should be presented to the school secretary at time of arrival.

Excessive tardies will lead to disciplinary action. After three tardies, students receive detention. After five tardies, they receive WAS, and after seven Tardies a Friday School.

A student late to a specific class may be assigned consequences by the individual teacher.

Extracurricular Activity Attendance

1. Students must arrive by 8:10 am to be eligible for extra-curricular activities unless they have notified the office prior to 8:10 am and have a doctor's excuse upon arrival.
2. Students who leave school and don't return to school due to illness are not eligible to participate in

extra-curricular activities for that day.

3. Students who leave school and return to school are eligible to play providing they have a doctor's excuse.
4. Students absent on Friday are eligible to participate on Saturday providing they have an excused absence on Friday.

Participation is defined as playing in contests, practices, or any other extra-curricular activity. Excused is defined as having a doctor's note or a pre-approved appointment or absence.

The Building Administrator has the final authority when ruling upon extracurricular participation based on the listed standards.

BOOK BAGS

All book bags, tote bags, and/or purses large enough to hold books are to be stored in the student's locker during the school day. Bags carried by a student during the day **MUST** be clear or mesh.

Exceptions can be made by the Administration. Exceptions may include, but are not limited to:

- i. Injury
- ii. Medical Requirements

BUS REGULATIONS

The purpose of a school transportation system is to deliver students to and from school and to authorized curricular and extracurricular events; therefore, the same conduct expected in the school is required on the bus.

Riding the bus is a privilege; the privilege will be suspended for students who cannot abide by the rules and regulations prescribed by the Ohio Code and local Board of Education Code of Conduct. Students are not permitted to switch bus stops. Bus stops are assigned by the bus supervisor and any

infractions may cause the denial of a student to ride the bus.

Students will:

1. Approach the bus stop by walking on the left, towards oncoming traffic.
2. Check both ways before crossing the road.
3. Be on time at the assigned bus safety spot.
4. Approach assigned seat without crowding or pushing others.
5. Sit in assigned seat, facing forward, not backward.
6. Remain seated while bus is moving.
7. If disembarking, remain seated until the bus stops to unload; wait for the bus driver's signal, then cross the road in FRONT of the bus.
8. Adhere to driver instructions and discipline.
9. Talk or laugh in a reasonable manner.
10. Keep head, arms, and hands inside bus.
11. Be courteous.
12. Keep the bus clean and sanitary (No chewing gum, eating candy or food, drinking beverages, glass containers, live animals, large objects, etc.)
13. Treat the bus with care – do not damage seats, etc.
14. No fighting, screaming, profanity, or any other inappropriate behavior.
15. Keep knees and feet out of the aisle.
16. Cell phones are to be turned off while on the bus and should not be visible.
17. Embark and disembark at assigned safety spot.

While on the bus, students are under the authority of the bus driver. Discipline will be handled by the bus driver, the principal and/or the assistant principal. Responsibility begins with pick-up and ends with drop-off.

If at any time during the school year, there is a change to a babysitter or bus stop location
- **THE PARENT WILL NEED TO MAKE A TRANSPORTATION REQUEST CHANGE TO THE CHILD'S RESPECTIVE SCHOOL OFFICE**

FIVE (5) DAYS PRIOR TO THE CHANGE TAKING EFFECT. Remember, the change must be for five days per week. Any other type of change will need to be handled by the parent(s) or legal guardian. The school will not honor any alternating day schedules.

CAFETERIA

School plate lunches in the middle school will **NOT** be free for all students again this year. Students will be able to use the Point of Sale (POS) system to purchase extra items. We encourage parents to prepay a certain dollar amount (\$5.00, \$10.00, \$20.00) which establishes a debit account for your child. Cash or checks will fund this account; checks should be payable to M-U Cafeteria. Middle school students are expected to turn their lunch money into cashiers directly.

Applications for free/reduced lunch are available in the office. These are still used to determine students who are eligible for school fee waivers and reduced activity fees.

During lunchtime, students are to be in the cafeteria or the gym.

- When going through the line, buy **only** for yourself.
- Empty debris into waste containers.
- Students may not move from one table to another.
- No soda allowed during the school day.
- Extras may not be charged at the cafeteria.
- No food or drink is to be taken from the cafeteria.

Breakfast Program

We have a breakfast program for all MUMS students. There may be a cost for all students for breakfast this school year.

CLINIC

Students must check into the office for clinic care. Make certain you obtain a pass from your teacher prior to coming to the office.
Do not come to the office between classes.

Your next period teacher needs to know your whereabouts. The office staff takes temperatures and handles minor injuries. The district nurse is available starting at 8:30 a.m.

DANCES/ACTIVITIES

A STUDENT WHO IS NOT IN ATTENDANCE THE FULL SCHOOL DAY WILL NOT BE PERMITTED TO ATTEND THE DANCE OR ACTIVITY.

Only Milton-Union Middle School students are permitted to attend. After entering the activity, the student may not leave until the activity is over unless accompanied by their legal guardian/ parent(s). Students are subject to school disciplinary guidelines. *School dress code applies for all activities.* MUMS staff reserves the right to restrict students from dances/activities for behavior/ attendance issues or a lack of academic effort.

DISCIPLINE

Milton-Union Middle School will be teaching and using the six R Factor Disciplines with all our students. We will expect our students to: Press Pause, Get Their Mind Right, Step Up, Adjust and Adapt, Make a Difference, and Build Skill. Students should apply these six disciplines to their personal interactions, work habits, general outlook, and attitude.

While most of our students conduct themselves appropriately and complete their work on time, it is necessary to establish consequences for misconduct. These consequences shall be determined by the classroom teacher or building administrator after carefully weighing all the facts and circumstances pertinent to the incident. In general, the office consequences will be as follows:

D – Detention (2:35p.m. – 3:35p.m.) held on Tuesdays and Thursdays

WAS – Wednesday After School (2:35p.m. to 5:05p.m.)

FS – Friday School (2:35 pm – 5:35 pm)

ISD – In School Detention

OSS – Out of School Suspension

Unless previous arrangements are made, students who miss a detention, WAS, or Friday School, will be assigned the next level of consequence.

Unless otherwise stated, consequences accumulate throughout the school year. Parents will be notified by mail, email, or phone of each office discipline. It is the parents' responsibility to provide updated contact information to the office.

DRESS CODE

The way you dress reflects YOU! It is generally accepted that cleanliness, good grooming, and appropriate dress help to reduce distractions, promote health, and provide a productive learning atmosphere. Remember, school is your job right now! Most jobs have expectations about dress.

Extremes in dress and personal appearance that present a danger to your health, safety or cause a distraction with schoolwork are not permitted.

The following dress/grooming is not permitted:

1. No hats or other head coverings (including bandanas) during the school day unless a special event is announced. Head coverings for religious purposes are exempted.
2. Sunglasses are not to be worn in school.
3. No clothing with inappropriate and/or disrespectful graphics, language, or symbols. Obscene, offensive, or provocative clothing with words or objects that are objectionable are not proper attire for school. This includes, but not limited to drug, alcohol, tobacco, satanic, violent, sexual innuendo, disrespectful or gang related symbols, words, or emblems.
4. No clothing that inappropriately reveals parts of the body or

underclothes and will materially interfere with learning environment. This includes any clothing that shows a bare midriff or bare back, halter tops, tank tops, muscle shirts, tops with spaghetti straps or abbreviated shoulders unless worn with a blouse or T-shirt or similar clothing.

5. Shirts with plunging or revealing necklines.
6. No excessively torn, tattered, frayed, or ragged clothes with holes above fingertip length.
7. No chains attached to clothing or carried around. No large metal necklaces and wristwear, chain belts or spiked jewelry.
8. No piercings that are disruptive, distracting, or pose a safety concern.
9. Sleeveless tops are permitted if they go from the neckline to the seam at the shoulder and not revealing under arm.
10. Shorts, skirts, and dresses must be fingertip length and not excessively tight.
11. Yoga pants and tights must be worn with shirts, tops, skirts, or dresses that are an appropriate length all the way around.
12. Pants are to be worn with a waistband around the waist. If pants are loose, a belt will be required.
13. Outdoor apparel should be placed in the student's locker for the duration of the school day. Students who consider the building to be cold should wear appropriate clothing.
14. Safe and appropriate footwear must be worn at all times.

VIOLATIONS WILL BE HANDLED ON A CASE-BY-CASE BASIS AND BE CONSISTENTLY ENFORCED THROUGHOUT THE SCHOOL YEAR.

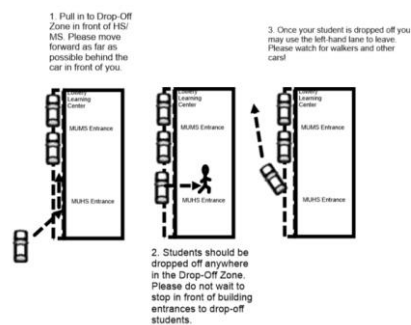
Drop Off Procedures

Safety for students is always a top priority.

For this reason, adults dropping off students in the morning are asked to follow certain procedures.

- NO students may be dropped off at the back of the building.
- Students should only exit vehicles that are parked, and beside the sidewalk.
- Students must use the crosswalk if they're exiting a vehicle parked in a parking spot.
- Students **SHOULD** exit vehicles at any point along the passenger side of the sidewalk, please **DO NOT** wait until they're directly in front of the entrance.
- Students and adults must follow the directions of school personnel stationed outside in the morning.
- Cars should enter and remain in the drop off lane (beside the passenger side of the sidewalk) until their child(ren) has been dropped off. Then, they can carefully use the left / through lane to exit.

Please use the following diagram for drop off procedures:



Electronic Devices

1. **Cell phones and all non-school issued devices must be silenced and kept in your locker during the school day.** Students violating this rule will have their phone

- confiscated. Students violating this rule a second time will have their phone confiscated and a parent / guardian must pick it up. Any violations beyond two are at the discretion of the principal or assistant principal.
2. Headphones and earbuds are NOT to be worn in the hallway or cafeteria. These are to be used with student laptops at teachers' discretion.
 3. Smart watches and other communication devices used during class time without teacher permission will be treated as a cell phone violation.
 4. Students are not permitted to take pictures and/or videos without the permission of the principal or assistant principal.
 5. The security of all electronic devices will not be guaranteed when they are brought onto school grounds. The school is not liable for any of the above items that are stolen, lost, or damaged while at school or the cost of the investigation of these losses.

EMERGENCY DRILLS

Safety is of utmost importance. Emergency drills will be conducted regularly throughout the year. The purpose is to review procedures that would be implemented in case of an emergency. Procedures are posted in each of the classrooms and should be taken seriously.

For specific information about safety and emergency procedures, please see the Milton-Union Parent/Student Handbook.

Fire drill: *(if alarm fails – short intermittent blasts)*

- a) **Follow your teacher's directions.**
- b) **Leave by the proper exit.**

- c) **Do not talk. Move quickly but do not run.**
- d) **The last person out of the classroom is to turn the lights off and close the door.**
- e) **When a signal is given to return to class, return quietly.**

Tornado drill: *(if PA is not functioning - one long blast of air horn)*

- a) **Proceed to the designated area for your specific classroom.**
 - b) **Sit with your legs crossed, head down protecting the back of head with arms.**
 - c) **Stay calm and quiet until the "all clear" signal is given.**
- For tornado drills, all windows and the classroom door should be closed.***

Intruder procedure:

- **An announcement will be made if there is an intruder in the building.**
 - a) Follow all teacher directions and employ what you've learned about our ALICE response.
 - b) Stay calm and do everything in your power to ensure the safety of yourself and others.

If you are in the hallway when an intruder signal is given, GO IMMEDIATELY TO THE NEAREST SAFE SPOT OR EVACUATE!

EMERGENCY MEDICAL NUMBERS

If your address or telephone number changes, notify the office immediately. Additionally, only adults listed on your child's Emergency Medical Form will be allowed to sign them out of school. Please make sure these names and numbers are always up to date!

FTA

FTAs are students who volunteer to help in a teacher's classroom. The following rules apply to all FTA students who volunteer at the elementary or middle school:

1. You must be under the supervision of your assigned teacher for the entire period.
2. Report to your assignment on time.
3. If your assigned teacher is absent or the class is on a field trip, report to the Middle School office.
4. Any violation of the student conduct code could result in the loss of your FTA position.
5. Students who FTA are expected to keep good grades themselves. Students who are failing classes will no longer be able to FTA.

GRADING SCALE

Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

GUM

Because of the potential for damage to books, clothing and furniture, **gum is not permitted at any time. This does include lunch, recess and all school-related activities including dances.**

HALLWAYS

You may be excused from your class with office or teacher approval. **When excused, you will need a teacher-initialed agenda pass to be in the hallways.**

During class changes, students are to walk on the right side of the halls, without running or pushing. Do not block traffic in the halls by standing around and visiting with friends. Students are permitted to enter

the building at the 7:30 a.m. bell. You must exit the building and leave the school property shortly after the 2:35 bell unless supervised by a teacher or coach.

HOMEWORK GRADING POLICY

You are expected to complete and turn in **all** assigned homework.

Purpose:

Milton Union Middle School Homework program will serve as an important link between home and school, keeping parents/guardians informed by reinforcing and extending school learning, experiences, and interests. Assignments have the following purposes:

- To prepare for, reinforce, and extend concepts introduced in class
- To activate prior knowledge and assess student understanding

Students' total daily homework should not exceed the guideline of 60 - 80 minutes. This includes all classes except for Band, Chorus, and Drama. These may require additional or extended time. **Homework, i-Ready, and Mathia will not count for more than 10% of the total quarter grade.**

Missing Work Policy:

Students are expected to turn in homework on time. Students who do not turn in assignments will receive a consequence based upon teacher discretion or grade level policy.

These consequences may include:

- Partial credit/No Credit
- Communications with parents
- Missed reward activity
- Assigned Study tables
- Teacher/Administrator discretion

Student Absence:

Students who miss assignments should contact the teacher or check Microsoft Teams. Assignments that were assigned

prior to a student's absence are due upon his/her return. For work that is assigned during an absence, students have the same number of days that they were absent plus one to make up work.

Responsibilities:

As with all schoolwork, the interaction among the teacher-student-parent/guardian is essential.

The student should:

- Record all assignments in their agenda.
- Ensure homework is completed to the best of his/her ability.
- Complete homework in the given time frame.
- Ask for assistance from teachers, classmates (study buddies), and parents/guardians as needed.

The teacher/staff should:

- Give clear instructions and ensure that students understand expectations.
- Offer assistance when needed.
- Provide verbal or written feedback promptly to students.
- Maintain homework records and communicate with parents/guardians if homework issues begin to negatively impact the grade by either phone call or e-mail.

The parent/guardian should:

- Take an active interest in homework.
- Set a regular, uninterrupted study/homework time each day in a dedicated place.
- Communicate regularly with teachers to monitor and encourage student progress.
- Ensure school has the most current phone numbers and email addresses.
- Stay well informed via Power School online grading system. Contact the school for more information on how to access your students' grades.
- Contact the Technology department for Power School log-in information, directions, and questions.

STUDY HALL/ACADEMIC LINK

Students are to work on homework or read.

Talking is not permitted without the academic link teacher's permission.

ILLNESS

A student who becomes ill during class is to notify the teacher and report to the office.

After a cursory exam, you will either be sent home or back to class. ***Do NOT call or text your parents from your cell phones.*** All calls should come from the office.

INTERVENTIONS

For students who need help understanding work, teachers will assist in the following ways:

- ◆ Individual help during class
- ◆ Help during Academic Assist
- ◆ Assigned Study tables.
- ◆ Homework Club is free for any student until 3:35 (Monday – Thursday)

LOCKERS

Student lockers are the property of the school district. Administrators have full authority to periodically check lockers at random or to inspect the contents when safety and/or student welfare is in question. Formal notification is not required.

It is your responsibility to always keep your locker in order.

Do not bring valuables to school. Each student is responsible for the locker combination assigned to him/her. Do not share it with other students.

MEDICAL NEEDS/MEDICATIONS

We ask that parents notify the principal and/or school nurse if a student has a special medical condition or need.

A student who must take any medication (prescribed and/or over the counter) must have a medication form filled out and

signed by a physician. Medication forms are available in the office. All medications must be in the original container. All medications, except for some inhalers and epi-pens, are required to be kept in the office.

Respect For Others

The school environment must be a safe and supportive place for all students. Discrimination, harassment, intimidations, and bullying is not tolerated.

For specific guidelines and policies, please see the Milton-Union Parent/Student Handbook.

RESTROOM USE

All students are encouraged to use the restroom between class changes. If a need arises that necessitates using the restroom during class, you must have a teacher-initialed agenda pass.

SCHEDULE CHANGES

Your schedule will be changed only if one of the following occurs: (1) a course cannot be offered, (2) a mistake has been made on the schedule, (3) or it would be in the best interests of all parties, and it has been approved by the principal.

SCHOOL-SPONSORED ACTIVITIES

All students who participate in extracurricular activities, whether it be athletics, band, clubs or organizations, or National Junior Honor Society are direct representatives of MUMS and will be expected to conduct themselves in a way that gains respect for both themselves and our school. Representing our middle school, in the school building or in the public eye, is a privilege.

All students participating in any school-sponsored activity, including athletics, must comply with the district's drug and alcohol testing policy.

All students involved in extracurricular activities will follow the same eligibility guidelines and Code of Conduct. The Athletic Training rules in effect for Milton-Union Schools will serve as guidelines. Each advisor or coach will make available the specific set of rules adopted for all extracurricular activities.

Eligibility Guidelines (co-curricular and extracurricular activities)

ACADEMIC STANDARDS

1. Students in grades 7-12 must be passing four credits during the preceding nine-week grading period. Students must obtain a 1.8 GPA for all courses taken during the preceding grading period. Athletes are not permitted to participate in practice or contests if ineligible at the beginning of the nine weeks. Eligibility is established the morning of the fifth school day.

2. The student must pass an interim eligibility check consisting of passing all his/her courses.

3. Student-athlete's grades 7 – 12 must be passing all their courses at mid-term. If the athlete is failing at the midterm, the athlete will be placed on academic probation for a week. The athlete may be required to attend Homework Club, and/or Study table the week of academic probation. The athlete will be responsible for turning in a grade check to the HS/MS Office by Friday. If the student-athlete is passing all classes, he/she will no longer be on probation.

**If the athlete fails to turn in a grade check, does not attend Homework Club and/or Lunch Detention, or is failing a class, the athlete will not be eligible to participate in contests from Monday through Sunday the following week.*

**The athlete must attend Homework Club and turn-in a passing grade check*

by Friday of each week to re-establish eligibility.

**Participation in practice will not be affected by mid-term eligibility requirements unless the athlete fails to attend Homework Club.*

4. The coach/advisor may establish additional criteria for membership in his/her group including attendance at a Study Table until the grade(s) have been raised to passing marks.

5. In addition to the standards listed above, student-athletes must also meet eligibility standards from the OHSAA (where applicable).

Risk of Participation

All student-athletes and parents must realize the risk of serious injury that may occur as a result of athletic or physical education participation. The Milton-Union Athletic Department will use the following safeguards to make every effort to eliminate injury:

- ☐ Conduct a parent/athlete meeting before the start of the season to fully explain the athletic policies and to advise, caution and warn parents/athletes of the potential for injury.
- ☐ Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- ☐ Instruct all athletes about the dangers of participation in the particular sport.

ACTIVITY FEE

The Milton-Union Schools will continue to implement an Activity Fee for the purpose of reducing the cost to the General Fund of operating co-curricular and extra-curricular activities.

Guidelines and Procedures for the Payment of Fees

The following guidelines and procedures for the payment of fees will be utilized to administer the Activity Fee Program:

1. Parents and students are advised that payment of fees does not automatically guarantee playing time.
2. The head coach/advisor shall provide a team list of the students participating in the activity to the athletic director/building principal. The athletic director/building principal will forward a copy to the Treasurer's office. This final official roster will be submitted by the head coach/advisor after teams have been selected.

3. Activity fees must be paid by the start of the second week of the activity. Student participation in practices or contests will cease if payment has not been received by that day. Payment must be received before participation is resumed. Payment plans are available by contacting the Athletic Department at 884-7960 or by e-mailing lanema@muschools.com.

4. Activity fees for individual families for the 2022-23 school year will be capped at \$350. Athletic caps are separate from band, choir, and flag caps.

5. Students eligible for the Free and Reduced Lunch Program may qualify for certain fees to be waived or reduced. Applications can be obtained from the office.

Guidelines and Procedures for Refunding Fees

The following guidelines and procedures for refunding/reimbursing fees will be utilized:

1. No refund will be issued if a student quits an activity after the first contest.
2. No refund will be issued if a student is dismissed from an activity after the first contest.

3. No refund will be issued after the first scheduled contest has taken place.
Exception: athletic injury.

4. Following a review on a case-by-case basis, the appropriate building principal may issue a refund when special circumstances exist that prohibit participation. The building principal's decision is final.

Injury:

a) 100% of the activity fee will be returned if a student incurs a season-ending injury prior to the start of scheduled contests.

b) 50% of the activity fee will be returned if a student incurs a season-ending injury after the first scheduled contest, but before the contest representing the halfway point of the competitive season.

c) None of the activity fee will be returned if a student incurs an injury after the halfway point of the competitive season.

Fee Structure Based on School Year Calendar

First sport: \$60

2nd and thereafter: \$30

*Athletic fees are separate from band, choir and color guard regarding collection and cap.

	BOYS	GIRLS
FALL	Football	Volleyball
	Cross Country	Cross Country
		Cheerleading

WINTER	Basketball	Basketball
	Wrestling	
		Cheerleading

SPRING	Track & Field
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Cheerleading (football and basketball)

The athletes are chosen for cheerleading in the spring for the following year for both football and basketball. Athletes must be in 7th or 8th grade.

**HAVE AN AWESOME
SCHOOL YEAR!**

MUMS Hallway Passport

