

**DURAND AREA SCHOOLS BOARD OF EDUCATION  
REGULAR MEETING  
Monday, August 10, 2020 - 7:00 PM  
Zoom Meeting  
310 North Saginaw Street  
Durand, Michigan 48429**

**AGENDA**

Join Zoom Meeting

<https://zoom.us/j/93013448605?pwd=T0djVGFvdWM5MUdnUzIWWHQzUjVoUT09>

Meeting ID: 930 1344 8605

Passcode: v5LgVe

- I. CALL TO ORDER - ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. CONSENT AGENDA**
  - A. Motion Sheet
  - B. Minutes
    1. July 13, 2020 Board Meeting Minutes
  - C. Financial Report
    1. Financial Report
  - D. Personnel
    1. Personnel
    2. Personnel Letters
- V. OLD/NEW BUSINESS**
- VI. VOTES AND RESOLUTIONS**
  - A. Motion Sheet
  - B. High School Handbook
  - C. Athletic Handbook
  - D. Covid 19 Preparedness and Response Plan
  - E. District Online/Virtual Memo
- VII. PUBLIC COMMENTS**
- VIII. REPORTS AND REVIEWS**
  - A. Superintendent
- IX. BOARD COMMUNICATION**
- X. FUTURE MEETINGS**
  - A. Regular Meeting - September 14, 2020 at 7 pm via Zoom or at the Middle School
  - B. Committee of the Whole Meeting - September 30 , 2020 at 7 pm via Zoom or at the Administration Office
- XI. ADJOURNMENT**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the Agenda.

**MINUTES – REGULAR MEETING  
DURAND AREA SCHOOLS BOARD OF EDUCATION  
July 13, 2020**

**I. CALL TO ORDER – ROLL CALL**

A. 7:04 p.m. Xak Zdunic, President, called the meeting to order via Zoom Meeting.

B. Roll Call

1) **Members Present** – Darrick Huff, Xak Zdunic, Blair Pancheck, Cari Shephard, Jake Zdunic and Kasey Fiebertz.

2) **Members Absent** – John Dennis.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

A. Moved by member Fiebertz and supported by member Huff that the Board of Education approve the Agenda as presented.

**Roll Call Vote: AYES:** All (6) **NAYS:** None (0). Motion Adopted.

**IV. CONSENT AGENDA**

A. Moved by member Fiebertz and supported by member Pancheck that the Board of Education hereby approves the Consent Agenda, which includes the minutes, financial report, bills payable, and personnel, as presented, with the exception of payments made to XYZ Landscape Supply.

**Roll Call Vote: AYES:** All (5) **NAYS:** None (0). **Abstain:** One (1) X. Zdunic. Motion adopted.

B. Moved by member Pancheck and supported by member Shephard that the Board of Education hereby approves payments to XYZ Landscape Supply for supplies in the total amount of \$213.99 and \$29.98, as presented.

**Roll Call Vote: AYES:** All (5) **NAYS:** None (0) **Abstain:** One (1) X. Zdunic. Motion adopted.

Consent Agenda as presented includes: A) Regular Meeting minutes from 6/8/20 and Budget Hearing/Committee of the Whole Meeting minutes from 6/24/20; B) Financial Report; C) Personnel: None.

**VI. OLD/NEW BUSINESS**

A. Superintendent McCrumb contract.

B. Graduation plans.

C. Teachers meeting for return to school plans and class sizes.

D. Sending out another parent survey.

## VII. VOTES AND RESOLUTIONS

A. **Contract Amendments** - Moved by member Fiebertz and supported by member J. Zdunic that the Board of Education hereby amends the following contracts to include a base increase for the 2020-2021 school year as follows:

- 2% Base increase for HS Principal, MS Principal, BN Principal, RK Principal, Athletic Director, Building Secretaries, Food Service Director, Facilities Director, Business Manager, Systems Administrator, IT Support Tech, On Track Coach-RK
- 3% Base increase for Payroll & Benefits Coordinator and Administrative Assistant to the Superintendent

**Roll Call Vote: AYES:** All (6); **NAYS:** None (0). Motion Adopted.

B. **Operational Resolution** - Moved by member Panchuck and supported by member Shephard that the Board of Education hereby approves the Operational Resolution for the 2020-2021 school year as presented, which includes establishing operational provisions for policies, meeting schedule, authorized signatures on the bank accounts, business affairs, recording of minutes of Board meetings, election duties, organization membership, and retainer contracts.

**Roll Call Vote: AYES:** All (6); **NAYS:** None (0). Motion Adopted.

## VIII. PUBLIC COMMENTS

A. None.

## IX. REPORTS AND REVIEWS

A. **Superintendent Report** – Superintendent McCrumb gave updates.

## X. BOARD COMMUNICATION

- Committee updates.

## XI. FUTURE MEETINGS

- A. Regular Meeting – August 10, 2020, 7:00 PM – Zoom Meeting or Durand Administration Building
- B. Regular Meeting – September 14, 2020, 7:00 PM – Zoom Meeting or the Durand Middle School

## XII. ADJOURNMENT

A. There being no further business, the Board President adjourned the meeting at 8:21 p.m.

Blair Panchuck  
Secretary of the Board of Education

Prepared by: slz  
Board Approved:

DRAFT

**DURAND AREA SCHOOLS  
BOARD OF EDUCATION**

**Unaudited Statement of Revenue, Expenditures, and Fund Balance  
General Fund  
As of July 31, 2020**

	GENERAL FUND			
	2020-2021	YTD	Over (Under)	%
	Budget Original			
<b>REVENUE</b>				
Local sources	\$ 1,425,829	\$ 1,474	\$ (1,424,355)	0%
State sources	10,476,818	37,561	(10,439,256)	0%
Federal sources	542,869	-	(542,869)	0%
Interdistrict sources-RESD & Other	354,284	-	(354,284)	0%
Interdistrict sources-transfers in	27,920	-	(27,920)	0%
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>\$ 12,827,720</b>	<b>\$ 39,035</b>	<b>\$ (12,788,685)</b>	<b>0%</b>
<b>EXPENDITURES</b>				
<b>INSTRUCTION</b>				
BASIC PROGRAMS:				
ELEMENTARY	\$ 2,708,753	\$ 47,865	\$ (2,660,888)	2%
MIDDLE SCHOOL	1,319,972	18,259	(1,301,713)	1%
HIGH SCHOOL	2,097,714	24,559	(2,073,155)	1%
PRESCHOOL	32,102	34	(32,068)	0%
PRESCHOOL (GSRP)	247,510	820	(246,690)	0%
<b>TOTAL BASIC PROGRAMS</b>	<b>\$ 6,406,051</b>	<b>\$ 91,537</b>	<b>\$ (6,314,514)</b>	<b>1%</b>
ADDED NEEDS:				
SPECIAL EDUCATION	\$ 1,286,267	\$ 1,286	\$ (1,284,980)	0%
AT RISK GRANT	573,933	727	(573,206)	0%
TITLE I GRANT	242,426	365	(242,061)	0%
TITLE IV GRANT	21,778	-	(21,778)	0%
TITLE II GRANT	44,319	-	(44,319)	0%
VOCATIONAL EDUCATION	477,178	95	(477,083)	0%
<b>TOTAL ADDED NEEDS</b>	<b>\$ 2,645,900</b>	<b>\$ 2,473</b>	<b>\$ (2,643,427)</b>	<b>0%</b>
<b>TOTAL INSTRUCTION</b>	<b>\$ 9,051,951</b>	<b>\$ 94,010</b>	<b>\$ (8,957,941)</b>	<b>1%</b>
<b>SUPPORTING SERVICES</b>				
PUPIL SERVICES:				
GUIDANCE SERVICES	\$ 390,392	\$ 2,516	\$ (387,875)	1%
OTHER PUPIL SERVICES	7,710	-	(7,710)	0%
<b>TOTAL PUPIL SERVICES</b>	<b>\$ 398,102</b>	<b>\$ 2,516</b>	<b>\$ (395,586)</b>	<b>1%</b>
INSTRUCTIONAL SUPPORT:				
IMPROVEMENT OF INSTRUCTION	175,709	1,960	(173,748)	1%
AT RISK GRANT	24,221	-	(24,221)	0%
GSRP & SPECIAL EDUCATION	18,154	1,337	(16,817)	7%
TITLE I & II	91,317	-	(91,317)	0%
LIBRARY SERVICES	71,451	97	(71,355)	0%
TECHNOLOGY	4,000	-	(4,000)	0%
STUDENT ASSESSMENT	19,646	9,212	(10,435)	47%
<b>TOTAL INSTRUCTIONAL SUPPORT</b>	<b>\$ 404,499</b>	<b>\$ 12,605</b>	<b>\$ (391,893)</b>	<b>3%</b>
GENERAL ADMINISTRATION:				
BOARD OF EDUCATION	\$ 65,200	\$ 675	\$ (64,525)	1%
EXECUTIVE ADMINISTRATION	309,819	25,981	(283,838)	8%
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>\$ 375,019</b>	<b>\$ 26,656</b>	<b>\$ (348,363)</b>	<b>7%</b>
SCHOOL ADMINISTRATION:				
SCHOOL ADMINISTRATION	\$ 908,256	\$ 62,283	\$ (845,973)	7%
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>\$ 908,256</b>	<b>\$ 62,283</b>	<b>\$ (845,973)</b>	<b>7%</b>
BUSINESS SERVICES:				
FISCAL SERVICES	\$ 273,111	\$ 22,696	\$ (250,415)	8%
PRINTING AND OTHER SUPPORT SERVICES	\$ 119,442	\$ 9,831	\$ (109,611)	8%
PERSONNEL SERVICES	1,595	-	(1,595)	0%
TECHNOLOGY MANAGEMENT	291,892	26,758	(265,134)	9%
<b>TOTAL BUSINESS SERVICES</b>	<b>\$ 686,040</b>	<b>\$ 59,285</b>	<b>\$ (626,755)</b>	<b>9%</b>
OPERATIONS AND MAINTENANCE:				
OPERATIONS AND MAINTENANCE	\$ 1,329,362	\$ 123,566	\$ (1,205,796)	9%
SECURITY SERVICE	\$ 26,200	\$ -	\$ (26,200)	0%
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 1,355,562</b>	<b>\$ 123,566</b>	<b>\$ (1,231,996)</b>	<b>9%</b>
PUPIL TRANSPORTATION SERVICES:				
PUPIL TRANSPORTATION SERVICES	\$ 848,337	\$ 114,616	\$ (733,721)	14%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 848,337</b>	<b>\$ 114,616</b>	<b>\$ (733,721)</b>	<b>14%</b>
OTHER SERVICES:				
SUPPORT SERVICES	13,401	85	(13,316)	1%
ATHLETICS	413,716	9,309	(404,407)	2%
MISCELLANEOUS	250	-	(250)	0%
COMMUNITY EDUCATION	6,792	419	(6,373)	6%
<b>TOTAL OTHER SERVICES</b>	<b>\$ 434,159</b>	<b>\$ 9,813</b>	<b>\$ (424,346)</b>	<b>2%</b>
<b>TOTAL SUPPORTING SERVICES</b>	<b>\$ 5,409,974</b>	<b>\$ 411,342</b>	<b>\$ (4,998,632)</b>	<b>8%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,461,925</b>	<b>\$ 505,352</b>	<b>\$ (13,956,573)</b>	<b>3%</b>
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	<b>\$ (1,634,205)</b>	<b>\$ (466,317)</b>	<b>\$ 1,167,888</b>	
<b>EST FUND BALANCE - 7/1/20</b>	1,903,568			
<b>PROJECTED FUND BALANCE - 6/30/21</b>	269,363			

**Durand Area Schools  
Board of Education**

**Unaudited Statement of Revenue, Expenditures, and Fund Balance  
School Service Fund  
As of July 31, 2020**

	SCHOOL SERVICE FUND (FOOD SERVICE)			
	2021-2021		Over	%
	Budget Original	YTD Actual	(Under) Budget	Rec'd/ Used
<b>REVENUE</b>				
Local sources	\$ 157,117	\$ 7,148	\$ (149,969)	5%
State Sources	26,240	-	(26,240)	0%
Federal sources	389,460	-	(389,460)	0%
Interdistrict sources-RESD & Other	-	-	-	
Interdistrict sources-transfers in	-	-	-	
Total revenue and other sources	<u>\$ 572,817</u>	<u>\$ 7,148</u>	<u>\$ (565,669)</u>	<u>1%</u>
<b>EXPENDITURES</b>				
FOOD SERVICE EXPENDITURES	\$ 647,987	\$ 10,468	\$ (637,519)	2%
<b>TOTAL EXPENDITURES</b>	<u>\$ 647,987</u>	<u>\$ 10,468</u>	<u>\$ (637,519)</u>	<u>2%</u>
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (75,170)	\$ (3,320)	\$ 71,850	
<b>EST FUND BALANCE - 7/1/20</b>	<u>79,359</u>			
<b>PROJECTED FUND BALANCE - 6/30/21</b>	<u>4,189</u>			



**CHECK REGISTERS FOR MONTH**  
**As of July 31, 2020**

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$	739,419.82
FOOD SERVICE	\$	5,604.66
SINKING FUND	\$	-
TRUST & AGENCY - ACTIVITIES	\$	3,244.36
2016 BLDG & SITE BONDS	\$	-
<b>CHECK RUN TOTAL</b>	<b>\$</b>	<b><u>748,268.84</u></b>

**PAYROLL ACTIVITY**

PAYROLL #1	\$	292,176.26
PAYROLL #2	\$	286,810.52
	\$	-
<b>PAYROLL TOTAL</b>	<b>\$</b>	<b><u>578,986.78</u></b>

**GRAND TOTAL \$ 1,327,255.62**

**DURAND AREA SCHOOLS  
CHECK REGISTERS FOR MONTH**

As of July 31, 2020						
Check#	Date	Type	Name	Invoice Description		Amount
58024	7/2/2020	Comp	APPLE, INC.	IPADS		26,460.00
58025	7/2/2020	Comp	CONSUMERS ENERGY	ELECTRIC/GAS 1/12		2,575.84
58026	7/2/2020	Comp	EDLIO LLC.	WEBSITE MANAGEMENT SYSTEM		5,400.00
58027	7/2/2020	Comp	GALE/CENGAGE LEARNING	TEXTBOOKS		15,000.00
58028	7/2/2020	Comp	KS STATE BANK	BUS LEASE ACCT 3353780		79,605.32
58029	7/2/2020	Comp	MASA	MEMBERSHIP FEES		894.74
58030	7/2/2020	Comp	MASB	MEMBERSHIP FEES		3,632.00
58031	7/2/2020	Comp	MPAAA	DUES/MEMBERSHIP FEES		170.00
58032	7/2/2020	Comp	MSBO	MEMBERSHIP FEES		620.00
58033	7/2/2020	Comp	PEARSON EDUCATION INC.	READING SERIES-READING STR		18,144.53
58034	7/2/2020	Comp	PRECISION DATA PRODUCTS	INK CARTRIDGES		65.48
58035	7/2/2020	Comp	QUILL	OFFICE SUPPLIES		93.02
58036	7/2/2020	Comp	RENAISSANCE LEARNING, INC	RENAISSANCE RENEWAL		4,932.00
58037	7/2/2020	Comp	RUNYAN POTTERY SUPPLY INC	ART SUPPLIES		323.29
58038	7/2/2020	Comp	SET-SEG	INSURANCE POLICY		79,465.00
58039	7/2/2020	Comp	SET-SEG	WORKERS COMP FUND 1/4		2,398.00
58040	7/2/2020	Comp	SOLARWINDS	BUSINESS ASSET MANAGEMENT		4,000.34
58041	7/7/2020	Ppd	DURAND AREA SCHOOLS	Pay #1		292,176.26
58042	7/8/2020	Comp	QUALITY ACE HARDWARE	PLASTIC WHEEL HUB		306.83
58043	7/8/2020	Comp	SRES	TRANSPORTATION SERV APR-JU		14,770.15
58044	7/8/2020	Comp	SRES	2020-21 SCHOOL CAUCUS MEM		675.00
58045	7/8/2020	Comp	WEX BANK	FUEL PURCHASES 12/12		308.76
58046	7/8/2020	Comp	HI-TECH BUILDING SERVICES	JANITORIAL 12/12		39,288.15
58047	7/8/2020	Comp	GILL-ROY'S #6741	CLAMP		11.99
58048	7/8/2020	Comp	DURAND AUTO PARTS	FUEL PUMP		287.27
58049	7/8/2020	Comp	CLEAR RATE COMMUNICATIONS INC	DISTRICT PHONES 1/12		2,238.18
58050	7/8/2020	Comp	CITY OF DURAND	WATER/SEWAGE 1/12		2,502.96
58051	7/8/2020	Comp	ARGUS-PRESS	LEGAL NOTICE		19.00
58052	7/9/2020	Ppd	MESSA		Jul-20	128,738.06
58053	7/9/2020	Ppd	HEALTHQUITY	HSA JULY		10,440.15
58054	7/21/2020	Ppd	OFFICE OF RETIREMENT SERVICES	JULY UAAL		72,385.96
58055	7/15/2020	Comp	WRENN, LORI	NO SMOKING SIGNS		1,500.00
58056	7/15/2020	Comp	D & D TRUCK & TRAILER PARTS	JACK STANDS		196.00
58057	7/15/2020	Comp	POSTMASTER	USPS MARKETING MAIL		240.00
58058	7/15/2020	Comp	HOUGHTON MIFFLIN HARCOURT PUB.	SOCIAL STUDIES BOOKS		10,848.71
58059	7/15/2020	Comp	NWEA	ASSESSMENT SOFTWARE		9,211.50
58060	7/15/2020	Comp	ALLIED-EAGLE SUPPLY CO.	CUSTODIAL SUPPLIES		5,989.29
58061	7/15/2020	Comp	AMERICAN SPEEDY PRINTING CTRS	COMMENCEMENT PROGRAMS		664.00
58062	7/15/2020	Comp	C & S MOTORS INC	BUS WORK		5,565.10
58063	7/15/2020	Comp	CINTAS CORP #308	UNIFORMS		458.08
58064	7/15/2020	Comp	CONSUMERS ENERGY	ELECTRIC/GAS 2/12		1,583.13
58065	7/15/2020	Comp	FP MAILING SOLUTIONS	POSTAGE METER 1/4		102.00
58066	7/15/2020	Comp	HURLEY OCCUPATIONAL HEALTH	DOT PHYSICAL		75.00
58067	7/15/2020	Comp	JOHNSON & WOOD L.L.C.	CONDENSER WORK		1,458.30
58068	7/15/2020	Comp	WELLS FARGO VENDOR	PRINTER LEASE 1/12		705.40
58069	7/15/2020	Comp	RICOH USA	MS/HS PRINTERS 1/12		1,604.39
58070	7/15/2020	Comp	STAMMS TREE SERRVICE	TREE TRIMMING		2,000.00
58071	7/15/2020	Comp	SRES	19-20 ANN TECH MAINTENANCE		250.00
58072	7/15/2020	Comp	SRES	GRAD ALL JULY 2020		1,100.00
58073	7/15/2020	Comp	SELF SERVE LUMBER	COUPLING INSERT		0.56
58074	7/15/2020	Comp	MSBO	WRAP UP COURSE		70.00
58075	7/15/2020	Comp	WASTE MANAGEMENT OF MICHIGAN	WASTE SERVICES 1/12		426.33
58076	7/21/2020	Ppd	DURAND AREA SCHOOLS	Pay #2		286,810.52
58077	7/23/2020	Comp	LARA	LICENSE RENEWAL		50.00
58078	7/23/2020	Comp	SYNCB/AMAZON	PAINT BRUSHES		77.35
58079	7/23/2020	Comp	VERIZON NORTH	DISTRICT PHONES 1/12		234.40
58080	7/23/2020	Comp	WASCHA, SHELLY	MILEAGE REIMBURSEMENT		56.74
58081	7/23/2020	Comp	GOVCONNECTION INC	IPAD CASES		2,751.89
58082	7/23/2020	Comp	MICHIGAN SCHOOLS ENERGY COOP	ELECTRIC 1/12		21,204.59
58083	7/23/2020	Comp	DELAPORTE LAW, PLLC	LEGAL SERVICES		1,671.29
58084	7/30/2020	Comp	SONITROL TRI-COUNTY	INSTALL SYSTEM		2,320.00
58085	7/30/2020	Comp	STINE TURF & SNOW INC.	PRACTICE FOOTBALL FLD FERT		719.13
58086	7/30/2020	Comp	ROSE PEST SOLUTIONS	PEST CONTROL 12/12		292.00

**DURAND AREA SCHOOLS  
CHECK REGISTERS FOR MONTH**

As of July 31, 2020

Check#	Date	Type	Name	Invoice Description	Amount
58087	7/30/2020	Comp	POMP'S TIRE SERVICE	TRUCK TIRES	2,488.00
58088	7/30/2020	Comp	DOOR MART	WHITE COIL	513.00
58089	7/30/2020	Comp	FLOOR CARE CONCEPTS & SUPPLY	HS GYM FINISH	3,816.70
58090	7/30/2020	Comp	FUSE IT PIPING	FLUSH MAIN LINE	127.50
58091	7/30/2020	Comp	JOHNSON & WOOD L.L.C.	HS FRONT OFFICE AC WORK	2,304.06
58092	7/30/2020	Comp	MORRIS MECHANICAL CONTRACTING	PRESSURE GAUGE	2,950.00
58093	7/30/2020	Comp	SCHINDLER ELEVATOR CORPORATION	QUARTERLY BILLING	217.29
58094	7/30/2020	Comp	SCHOOL SPECIALTY INC.	SUPPLIES	91.05
58095	7/30/2020	Comp	AMSTERDAM PRINTING	SUPPLIES	138.79
58096	7/30/2020	Comp	ALLIED-EAGLE SUPPLY CO.	CUSTODIAL SUPPLIES	1,124.78
58097	7/30/2020	Comp	VISION LAWN INC.	VEGETATION CONTROL	100.00
58098	7/30/2020	Comp	XYZ LANDSCAPE SUPPLY	HARDWARE/BUTTON/SPRING	35.93 *
58100	7/5/2020	Ppd	BMO FINANCIAL GROUP	JULY CREDIT CARD STATEMENT	1,012.26
58101	7/30/2020	Ppd	HEALTH EQUITY	AUGUST HSA	10,440.15
58102	7/30/2020	Ppd	MESSA	AUGUST MESSA	124,883.11
				CHECK TOTAL	1,318,406.60
				LESS VOIDS	0.00
				GRAND TOTAL	1,318,406.60

**Check Register for Food Service Fund**

Check#	Date	Type	Name	Invoice Description	Amount
6097	7/1/2020	Ppd	GORDON FOOD SERVICE	DISTRICT ORDER	1,454.94
6098	7/9/2020	Ppd	MESSA	JULY MESSA PAYMENT	1,158.84
6099	7/9/2020	Ppd	HEALTH EQUITY	HSA JULY	180.00
6100	7/15/2020	Comp	PCMI	FOOD SERVICE CONT 1/26	366.88
6101	7/15/2020	Ppd	GORDON FOOD SERVICE	DISTRICT ORDER	394.31
6102	7/30/2020	Comp	PCMI	FOOD SERVICE CONT 2/26	733.76
6104	7/30/2020	Ppd	HEALTH EQUITY	HSA AUGUST	180.00
6105	7/30/2020	Ppd	MESSA	AUGUST MESSA	1,135.93
				CHECK TOTAL	5,604.66
				LESS VOIDS	0.00
				GRAND TOTAL	5,604.66

**Check Register for Capital Projects**

Check#	Date	Type	Name	Invoice Description	Amount
				CHECK TOTAL	51,096.74
				LESS VOIDS	0.00
				GRAND TOTAL	51,096.74

**Check Register for Trust & Agency**

Check#	Date	Type	Name	Invoice Description	Amount
3598	7/2/2020	Comp	002118 ALLIED EQUIPMENT RENTAL	RENTAL FROZEN DRINK MACHIN	139.99
3599	7/15/2020	Comp	006407 HENSEL, DAVID	BLDG SUPPLIES FOR SOCCER WALL	784.35
3600	7/15/2020	Comp	003477 AMERICAN SPEEDY PRINTING CTR	SENIOR PHOTO SHEET	59.00
3601	7/15/2020	Comp	003351 DIETRICH'S FLOWER SHOP	FLOWERS FOR HONORS NIGHT	260.00
3602	7/15/2020	Comp	001097 JOSTENS	EXTRA DIPLOMAS COVERS	1,083.52
3603	7/30/2020	Comp	003351 DIETRICH'S FLOWER SHOP	2020 GRADUATION FLOWERS	917.50
				CHECK TOTAL	3,244.36
				LESS VOIDS	0.00
				GRAND TOTAL	3,244.36

**Check Register for Sinking Fund**

Check#	Date	Type	Name	Invoice Description	Amount
				CHECK TOTAL	0.00

**DURAND AREA SCHOOLS  
CHECK REGISTERS FOR MONTH**

As of July 31, 2020

Check#	Date	Type	Name	Invoice Description	Amount
				LESS VOIDS	0.00
				GRANT TOTAL	0.00

**DURAND AREA SCHOOLS  
Athletic Handbook  
2020 – 2021**



**DURAND SCHOOL SONG**

Cheer, Cheer for old Durand High;  
Shake all the thunder down from the sky;  
While our classes cheer on high;  
Shake all the thunder down from the sky;  
Whether the odds be great or small;  
Old Durand High will win over all'  
While our loyal sons are marching onward to victory.

**DURAND ATHLETIC ADMINISTRATIVE TEAM**

Athletic Director:	Bryan Carpenter
Contact Information:	989-288-6735

Athletic Secretary:	Kathy O'Hara
Contact Information:	989-288-6735 o'hara@durand.k12.mi.us

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### **Durand Area Schools 9<sup>th</sup>- 12<sup>th</sup> Athletic Programs Include:**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Sideline Cheerleading	Boys Basketball	Baseball
Boys Cross Country	Girls Basketball	Softball
Girls Cross Country	Boys Bowling	Girls Soccer
Football	Girls Bowling	Boys Golf
Boys Soccer	Competitive Cheerleading	Girls Tennis
Boys Tennis	Wrestling	Boys Track
Volleyball	Competitive Poms	Girls Track
Girls Golf		Trap and Skeet (club)
Equestrian (Club)		

### **7<sup>th</sup> & 8<sup>th</sup> Grade Athletic Programs Include:**

<b>Fall</b>	<b>Winter 1</b>	<b>Winter 2</b>	<b>Spring</b>
Football (7/8)	Volleyball (7/8)	Boys Basketball (7/8)	Track (7/8)
Girls Basketball (7/8)	Wrestling (7/8)	Competitive Cheer	Baseball
Sideline Cheer (7/8)			Softball
Cross Country (Club)			Soccer (Non-Conference)
			Equestrian (Club)

**Durand Athletics is a member of the MMAC (Mid Michigan Activities Conference).**

## **INTRODUCTION**

The purpose of this handbook is to inform our coaches, student-athletes, and their parents/guardians of the Durand athletic rules and policies. It should be understood that the rules set forth are intended to enhance the quality of the experience available through educational athletics by providing a program based on proper discipline and positive values.

## **PARTICIPATION IN ATHLETICS IS A PRIVILEGE, NOT A RIGHT.**

## **PHILOSOPHY OF ATHLETICS**

Durand Athletics is an essential element of a student's educational experience. Participation in athletics increases instructional time, prepares young people for future life in society, and has been shown to be the highest correlating predictor for high school students' later success in life. Participation in co-curricular activity is an essential part of a complete learning experience. It should be viewed as an extension of the learning process. We are striving to provide a program in which the student body and community will be proud. Success shall be measured not only by the number of wins and losses, but also by the type of individuals who graduate through our program. Student-athletes should understand that participation in athletics is an honor and carries responsibilities to the team, school, and community. **It is important that we teach and practice Teamwork, Respect, Attitude, Communication, and Kindness to be Successful in the athletic program.** While winning is always desired, it should not be the driving motivation of our program.

**Teamwork  
Respect  
Attitude  
Communication  
Kindness  
Success**

**Follow the Railroad TRACKS to Success.**

### **High School (9-12) Academic Eligibility**

In order for a Durand student athlete to participate in a, freshman, JV, Varsity or Club sport, the student must maintain the academic standards set forth by the Durand School Board policy.

**\*An ineligible athlete, in coordination with the MHSAA, is defined as an athlete that may continue to practice with the team: however, they may not participate in competition, ie. Games or scrimmages. Furthermore, an ineligible DHS athlete may travel and sit on the “bench” with the team, yet they may not dress for home or away events.**

#### **MS to HS**

Students entering the high school for the first time from the middle school, start with a clean slate. These students will fall under high school eligibility for the first time during their freshman year.

#### **HS Semester Eligibility**

Students must be passing all 6 of their classes at the completion of each semester to remain eligible for the following semester. If a student is not passing 1 or more of their 6 classes, they have 2 options available to regain eligibility:

1. Student is ineligible for a marking period, and must be passing all 6 classes at the end of the marking period to regain eligible status.
2. Students may take an online credit recovery class to be eligible at the completion of the online class. (Please note that this option may come with a fee, similar to summer school and require the student to attend ZAP until the class is completed.)

#### **HS Weekly Eligibility**

For weekly eligibility, Durand student athletes must be passing 5 of 6 courses with a D- or better, or be passing a P/F courses. Online, dual enrollment, or other courses in which grades are not reported until the end term will count as passing until a grade has been entered. If a student has more than 1 failing grade they are ineligible for the following week and must attend ZAP until their grades are back to eligible status.

The eligibility of an athlete is determined weekly. Here are the steps that will be followed.

1. Students' grades are checked on Monday by the athletic director and any student with 2 F's is notified that they have until Friday to improve their grades.
2. Grades are then checked again on Friday and any student that was warned on Monday will be ineligible the following Monday-Saturday.

Students who fail more than 2 classes for 3 consecutive weeks may, at coach's discretion, be excused from the team. If the coach does not wish to excuse the athlete, then that athlete must attend ZAP for the completion of the season to remain on the team.

#### **Academic Dishonesty**

Academic Dishonesty/Plagiarism/Cheating-Any student athlete who is involved or engages in academic dishonesty will be deemed immediately ineligible for the remainder of the eligibility period up to 7 calendar days.

## Other Eligibility Requirements:

- Age: Students must not turn 19 years of age prior to September 1<sup>st</sup>
- Rules: Each student-athlete will be provided with a copy of the rules. The student-athlete and parent will sign a statement concerning the rules and return it into the athletic office BEFORE the student-athlete will be allowed to practice.
- Physicals: Each student-athlete must successfully pass a physical examination and a record of it must be on file in the athletic office BEFORE he/she will be allowed to practice. Please note that if the physical was given prior to April 15<sup>th</sup> of the previous school year it has expired and a new physical will have to be completed.
- Attendance: **A student-athlete will not be allowed to compete in an athletic contest or practice unless he or she has attended school ALL day.** Extenuating circumstances will be considered, such as attending a funeral, court appearances, doctors, etc. Documentation must be provided to the athletic office the day the student-athlete was absent if he or she has an extenuating circumstance.
- Quitting: Any athlete who quits an athletic team after 5 days before the first regularly scheduled game may not participate on another athletic team or be part of a workout program during the same sport season.
- Enrollment: Any student transferring into the Durand Area Schools must meet all of the eligibility requirements of this policy and the MHSAA at the time of entering Durand Area Schools in order to participate in athletic activities. If a student-athlete is unsure if he or she is eligible, contact the athletic office to discuss the situation.

### Participation

Participation on a Durand athletic team is a privilege and not a right. Membership on a team is to be earned by continuously adhering to the standards of conduct, both in and out of school. No playing time is guaranteed at any level.

## Code of Conduct

Student-athletes are representatives of Durand Area Schools and their participation in athletics is a privilege. Students and members of our community look to them as examples and role models. Because representing our school is a significant responsibility, we expect compliance to the following code of conduct standards on a year-round basis, both in and out of school activities. Student-athletes are expected to exhibit good citizenship in and out of the classroom as well and to follow all school handbook policies. No profanity or foul language will be tolerated at any time. Disciplinary action for any behavior that is determined to be unbecoming of an athlete shall be left to the judgment of the coach and/or athletic director.

Each procedure for discipline is not included in this section as there are too many variations that may arise. Fair and equal application of the rules is the coach's responsibility. However, good reasoning, safety, health, and individual development for the team's good shall be the guiding principles behind all judgments.

### Conduct Standards

Student-athletes are expected to show good behavior at all times that will display respect for people, the law, facilities, and equipment. Student-athletes are expected to cooperate with teachers, students, and citizens of our community, and display good sportsmanship towards athletes, officials, and spectators.

Insubordination, gross misconduct, missing practice, or an attitude that causes team problems by a student-athlete may result in a number of consequences. Please refer to the coach's individual team rules for further information.

If the student-athlete receives the following while in season:

Detentions: A student-athlete should not be spending time in detention. A four step system will be implemented by the coach to deal with excessive detentions. Throughout the season, the 1<sup>st</sup>-3<sup>rd</sup> detention will include suspension from part or all of the contests and may include extra workouts. Upon reaching the 4<sup>th</sup> detention in season, the student-athlete will be dismissed from the team.

Alternative to Suspension: In the event a student-athlete receives an Alternative to Suspension (ATS) while in season, the student-athlete must serve the ATS for the time it is written for. Throughout the season, the 1<sup>st</sup> ATS will include suspension from part or all of the contests and may include extra workouts. If the student-athlete misses the ATS assigned he or she will receive an out-of-school suspension for no more than one day. If the student-athlete receives a 2<sup>nd</sup> ATS while in season, he or she will be removed from the team.

**\*If a student-athlete fails to serve their detention and is issued an ATS, the detentions and ATS will count towards the in-season discipline record.**

**\*\*Student-athletes that receive any combination of two ATS, ISS, or OSS in the same season will be removed from their respective team.**

In-School Suspension (ISS): A student-athlete who receives an in-school suspension will not be allowed to participate in any event on the day of suspension. The ISS will include suspension from part or all of the next contest and may include extra workouts. If a student-athlete receives a 2<sup>nd</sup> in-school suspension they will be removed from the team.

Out of School Suspension: A student-athlete who is suspended from school is also suspended from an athletic team, including practice sessions and games. If a student receives a school suspension for a certain number of days the number of contests dates should not exceed this amount. For example, if a student is suspended for three days, they should not miss more than three contest dates. If the student-athlete is suspended from school for a second time, no matter the offense, he or she will be removed from the team.

### **Illegal Activity**

Violations may be reported to the Athletic Director by any coach, faculty member, civil authorities, or source judge to be reliable by the Athletic Director. These violations apply all year and not just during the school year.

Substances: Student-athletes are not expected to use, possess, conceal, sell, distribute, or be under the influence of:

- Tobacco or tobacco, vaping products in any form
- Alcohol or alcoholic beverages in any form
- Illegal drugs including but not limited to those substances defined as controlled substances pursuant to Federal and/or State statute
- Mood altering substances
- Steroids, human growth hormones, or other performance enhancing drugs
- Substances purported to be illegal, abusive, or performance enhancing, i.e. "look-alike drugs"
- Drug paraphernalia
- See **APPENDIX A** for Durand Area Schools Policy on INTERSCHOLASTIC ATHLETICS and PERFORMANCE-ENHANCING DRUGS/COMPOUNDS (pg.12 – 16).
- <http://www.ncaa.org/2015-16-ncaa-banned-drugs>

Behavior: Student-athletes present at locations where alcohol is being consumed by minors or where controlled substances are being consumed must vacate such a location immediately. Remaining at the location of such activities, even without participation, is a violation of these rules.

Student-athletes admitting or having been convicted of any civil or criminal law or ordinance of any governmental unit (with the exception of minor traffic violations) to include stealing and/or destruction of property at Durand Area Schools or at other schools is a violation of these rules.

**Consequences:** Student-athletes will be subject to the following disciplinary action for violations of the preceding rules.

- **First Offense:** The student-athlete will be suspended from play for one-third (1/3) of the season's contest. In cases where there is not one-third of the season left, the suspension will carry over to the next sport in which the athlete participates. If the student-athlete chooses to quit the current season the one-third rule would then carry over into the student-athlete's next sport. If the illegal action or behavior occurred on school grounds or at a school related event, the school will also issue and out-of-school suspension. In such instances, the student-athletes' one-third portion does not begin until they return from the suspension.
- **Second Offense:** The student-athlete will be suspended from play for one calendar year from the date of the offense.
- **Third Offense:** The student-athlete will be suspended from all athletics for the remainder of his or her career.

### **Sale or Distribution**

The sale or distribution of illegal, controlled, or behavior altering drugs or substances, including substances purported to be hallucinogenic or illegal drugs or to have the effects of such (i.e. Look-alikes), or the sale or distribution of alcoholic beverages at any times, as well as any other felony-type offense, is a violation of these rules. Current Board of Education policy for this offense is permanent expulsion from Durand Area Schools. After a Board of Education hearing, should that student remain active as a student, the following will be used for athletic purposes:

- **First Offense:** The student-athlete will be suspended from all athletic contests for 12 calendar months from the date of the Board Hearing.
- **Second Offense:** The student-athlete will be suspended from all athletics for the remainder of his or her high school career.

### **Removal from a Team**

No student-athlete shall be dismissed from a team until the parent(s), athletic director, and principal have been notified of the proposed action. A student-athlete may be suspended from the team until a final action is taken.

### **Appeal Procedure**

An appeal can be initiated upon the request of a coach, parent, or student-athlete involved. Appeals must be filed within seven calendar days of a decision.

- **First Level:** Athletic Director  
In the event that the appeal is for a decision made by the Athletic Director the first level would then be the building principal
- **Second Level:** Building Principal
- **Third Level:** Superintendent

**\*Ignorance of eligibility expectations shall not be considered a defense in the case of a violation. The Athletic Code of Conduct shall be published and discussed at all Meet the Team nights prior to the beginning of every season.**

## **Communication**

Communication between coaches and parents is encouraged so that decisions made are best for all of the participants. Clear communications allow for clear expectations and greater understanding.

### **Communication All Parents can expect from Their Child's Coach**

Team Itinerary: Parents need to know the location and times of try-outs, practices, games, etc. Much of this information is given directly to the student-athlete.

Team Rules: Parents appreciate knowing not only the philosophy of the coach but also any team policies, including consequences that the coach establishes to supplement the rules and regulations adopted by the school.

Criteria for Earning an Award: Parents want to know the requirements for earning a post-season award.

Injury: Parents can expect to be immediately informed by the coach when an injury occurs that requires medical attention.

Problem Behavior: Coaches will call the parents of a student-athlete if unusual patterns of behavior such as unexplained absences from practice, moodiness, attitude problems, etc. begin to occur.

Discipline: Coaches will inform parents within forty-eight hours of all discipline that results in the loss of contest participation.

### **Communication Coaches Appreciate from Parents**

Schedule Conflicts: Coaches like to know ahead of time about unavoidable absences, lateness to practice, or the necessity to leave early. Parents should inform the coach as soon as possible about schedule conflicts.

Emotional Stressors: Coaches appreciate knowing about any unusual event in the life of a student-athlete that is causing the young person additional stress. Parents should initiate contact with the coach to provide insight into changes in the emotional state of a student-athlete.

Volunteers: Coaches need help with so many aspects of managing the program that they are always glad to hear from parents who have ideas and are willing to work for the team.

Forthrightness: Coaches would like to hear about parental concerns directly, not third hand, before a situation has escalated. Every coach wants to try to resolve a conflict before it is taken to the athletic director, principal, or other higher authority or before it is discussed "in the stands."

### **Areas of Control that Belong to the Coach**

Tryout procedures and selection criteria  
Position(s) played, lineups and playing time  
Offensive and defensive strategies and style of play  
Practice plans, drills, and scrimmages

### **Appropriate Concerns for Parents to Discuss with Coaches**

The treatment of your child  
Ways to help your child improve  
Concerns about your child's health and welfare, academic progress, or violations of the Code of Conduct

### **How to Discuss an Appropriate Concern with the Coach**

1. Student-athlete meets with the coach to discuss the situation first.
2. If necessary, parents talk directly with the coach, in private, face-to-face, away from practice site or game arena. ***It is sometimes difficult to accept that your child is not playing as much as you may hope. Coaches are professionals and they make judgments based on what they believe to be the best for all students involved. Please do not attempt to confront a coach before or after a contest or practice. Use the 24/48 rule. Wait to discuss the situation with a coach until 24 hours after the contest, but not after 48 hours.*** Making an appointment, sitting down and listening to both sides is productive in reaching a mutually satisfying resolution. Our coaches are expected and encouraged to meet with the individual parents to discuss concerns that affect their student-athlete.
3. If necessary, if the concerns are with an assistant, JV, or freshman coach, talk next with the Head Varsity Coach of the program.

4. If necessary, talk next with the Athletic Director of Discipline and Policy. A meeting may be arranged with the concerned parties to discuss the issue. Getting everyone together in the same room to communicate openly resolves most issues.
5. If necessary, talk next with the building principal. A telephone call may be necessary to arrange an appointment.
6. Once the parent and principal meeting have taken place and the conflict has not been resolved, the parent may schedule a meeting with the superintendent or designee.

## Transportation

In view of the responsibility and bus safety factor dealing with the lives of the youth, the driver has authority over the bus and its passengers, and is answerable to the Superintendent or designated representatives. Students are expected to behave and respond to the requests of the driver or lose their privileges to ride the bus. It takes total cooperation of the administrators, drivers, students, and parents to make a safe transportation program. The following are being incorporated within the framework of the school district's disciplinary guidelines. The following types of behavior are expected of bus passengers:

1. Bus transportation is an extension of the school building and the student conduct code will prevail.
2. If a student is suspended from school, the transportation department must be informed so that the student may not ride any school district bus.
3. Verbal warnings of a violation of these regulations must be followed by the bus student.
4. To insure maximum attention to the road, **pupils must avoid** talking to the driver except when absolutely necessary.
5. Normal conversation is permitted and expected; however, to insure greater safety, shouting, fighting, pushing, and changing seats will be prohibited.
6. Smoking and using profane language by anyone are absolutely prohibited at all times.
7. Throwing waste paper and rubbish on the floor of the bus is prohibited.
8. Eating on the bus is prohibited on daily runs.
9. Passengers must keep hands and arms inside the bus.
10. Passengers must not attempt to leave the bus while it is in motion.
11. Passengers must not open the emergency door or tamper with any other part of the bus equipment unless an emergency situation exists.
12. Passengers are to stay off the roadway at all times while waiting for the bus.
13. Talking is prohibited while the bus is stopped at a railroad crossing.
14. Changing seats without the driver's permission is prohibited.
15. Passengers are expected to be on time at their designated bus stops.
16. Due process procedures will prevail.

Instances of significant bus misconduct shall be reported by the driver in writing to the transportation director. A copy of this notice will go to the parent of the child for their review. The transportation director, upon review will take appropriate action.

- Notice #1: Notification must be signed by parent and returned to pick-up driver.
- Notice #2: Notification must be signed by parent. Parent conference, possible 1-9 day suspension of bus privileges.
- Notice #3: Notification must be signed by parent. Parent conference. Possible 1 day to indefinite suspension of bus privileges.

Since school bus transportation is provided only for certain eligible students; it shall not be considered a personal door-to-door service; i.e., most school bus riders will find it necessary to walk some distance to the designated bus stop. (\*Transportation Policy #3545-I,D,2)

**A student-athlete must use transportation provided by the school to and from all contests away from home. Doing so may result in suspension from the next athletic contests.**

\*Please note that currently the athletic department runs a self-transport only system on weekend events.

## Other Information

### Awards

Since Durand Area Schools and the MHSAA have an established system of awards, an athlete may accept only those awards for participating in a sport authorized by the school.

Completion of first high school sport:	Graduating Class Numbers
Freshman or JV Sports after first:	Certificate
Completion of first Varsity sport:	Varsity Letter
Varsity Sports after first:	Pins/patches

*\*In order to earn a Varsity Letter, the athlete must have competed in varsity contests during the regular season and finish the season in "good standing".*

Medals are awarded also to students involved in any championship title through MHSAA or League Tournaments.

**Block D Awards:** Block D awards are given to seniors at the end of their athletic career in high school. In order to receive a Block D award, a student-athlete must have earned six varsity letters during their high school athletic career.

### Dual Sports

In order for a student-athlete to dual sport in a season, they must fill out the attached form. This form must be completed by choosing a primary sport, both coaches from each respective sport must agree, a parent signature is required and approval by the Athletic Director of Discipline and Policy. In the event that one of the two coaches does not agree to the dual sport placement the contract will be denied. The Athletic Director may deny the dual sport contract do to academic or behavioral concerns as well.

When a conflict occurs between the two sports, the student should select the primary sport over the secondary, unless receiving permission from the primary coach. The only time a student may select the secondary sport first, is if the primary is in conflict with the secondary's MHSAA tournament.

### Injuries

In the case of an injured athlete the head coach or his/her representative shall take whatever steps are deemed necessary to protect and care for an injured student-athlete. Parent(s) or guardian(s) are responsible for notifying the coach if they will be unavailable at the address and phone number designated on the health form. If the student-athlete is under a physician's care, especially pertaining to a sports-related injury, the physician must release the athlete in writing and the coach must receive a copy of the release prior to continued participation in athletics.

**Parents are reminded that they are responsible for all expenses incurred for ambulance, doctor, hospital, etc.**

**Concussions:** Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional. **Student-athletes must be released with written authorization from a physician (MD/DO) using the MHSAA Return to Competition form** (see attached Concussion information, consent & Return to Play form at end of handbook).

**Informed Consent:** By its nature, participation in interscholastic athletics includes risk of injury which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

### **Grooming/Uniforms/Equipment**

A member of an athletic team is expected to be well groomed. Appearance, expression, and actions always influence people's opinions of athletes, the team, and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of student-athletes in this community.

A student-athlete shall dress presentably at all times (on trips, at assemblies, day of contests, practices, etc.). The coach shall set the standard for dress as it pertains to his or her sport. Athletes should practice in attire similar to what they wear in competition. Practicing/training without a shirt shall not be permitted. The coach shall also set the standards for hair and facial hair as it pertains to his or her sport.

Only uniforms issued by the Athletic Department will be permitted to be worn for contests. In the event a program wishes to purchase their own uniforms, they must first be approved by the athletic department. Clothing must be worn in a neat and mannerly fashion. Student-athletes are not to wear uniforms, whether practice or game, except in competition as sponsored by the school. A coach may require an entire team to wear part or all of a uniform for a special event or day.

Each athlete is responsible for uniforms and equipment issued to him or her. They must return all equipment at the close of a sport season, before changing teams, or quitting. In the event that there is damage or a lost item, arrangements for a financial settlement can be arranged with the Athletic Director or building principal. Fair wear and tear is expected. Awards will be withheld until above responsibility has been fulfilled.

### **National Collegiate Athletic Association (NCAA)**

Some Durand student-athletes will possess the talents, skills, and attitude necessary to compete at the college level. Any student-athlete wishing to participate at a Division I or II school must meet eligibility requirements as established by the NCAA.

Student-athletes may pick up NCAA Initial Eligibility Clearinghouse information from the high school athletic office or check with their counselor, if they plan to participate in athletics at the college level. Student athletes may also visit the NCAA Eligibility Center Website <http://www.ncaaeligibilitycenter.org>

In the event that a student-athlete is receiving a scholarship and signing with a college or university, the athletic department asks that parents contact the office to setup a signing event in the school's library.

### **Physical Education Participation**

All student-athletes must participate in all physical education activities during PE class. Student-athletes are expected to perform all activities performed by other students, regardless of evening practices or game commitments.

If a student-athlete chooses not to fully participate or dress for a PE class, they are ineligible to participate in a game or practice later that day. If a student-athlete fails to comply with this policy, a one-contest athletic suspension will be enforced upon discovery of the non-compliance. This also applies to student-athletes who are injured and cannot participate in PE. If a unique situation arises, the affected student-athlete should setup a meeting with the instructor and the Athletic Director.

### **Accessing Facilities**

Student-Athletes are encouraged to train throughout the year, however, **certain locations and equipment may not be accessed by the student-athlete unless a properly trained adult is present**. These areas included, but are not limited to:

Weight room  
Wrestling room

Gym  
Doctor Dish

Batting Cages  
Pole Vaulting Equipment

### **Sports Boosters**

Sports Boosters meet every first Monday of the month at the high school. They are always looking for volunteers for work in the concessions or other fundraisers.

## **7<sup>th</sup> & 8<sup>th</sup> GRADE ATHLETICS**

### **MS Semester Eligibility**

Students must be passing all 6 of their classes at the completion of each semester to remain eligible for the following semester. If a student is not passing 1 or more of their 6 classes, they have to sit for a marking period and must be passing all six at the completion of the marking period.

### **MS Weekly.**

For weekly eligibility, Durand student athletes must be passing 5 of 6 courses with a D- or better. If a student has more than 1 failing grade they are ineligible for the following week and must attend ZAP until their grades are back to eligible status.

The eligibility of an athlete is determined weekly. Here are the steps that will be followed.

1. Students' grades are checked on Monday by the athletic director and any student with 2 F's is notified that they have until Friday to improve their grades.
2. Grades are then checked again on Friday and any student that was warned on Monday will be ineligible the following Monday-Saturday.

Students who fail more than 2 classes for 3 consecutive weeks may, at coach's discretion, be excused from the team. If the coach does not wish to excuse the athlete, then that athlete must attend ZAP for the completion of the season to remain on the team.

## **Code of Conduct**

**Middle School Students are to follow all Code of Conduct expectations listed for the High School students.**

However, the middle school does not follow a detention/ATS system; therefore please refer below for the replacement guidelines for those two areas.

### **Lunch Detentions:**

A student-athlete should not be spending time in lunch detention. A four-step system will be implemented by the coach to deal with excessive lunch detentions. Throughout the season, the 1<sup>st</sup>-3<sup>rd</sup> lunch detention will include suspension from part or all of the contests and may include extra workouts. Upon reaching the 4<sup>th</sup> lunch detention in season, the student-athlete will be dismissed from the team.

### **Office Discipline Referral**

In the event a student-athlete is sent to the office for an Office Discipline Referral (ODR) while in season, the student-athlete will be suspended from part or all of the next contests and may include extra workouts. If the student-athlete receives a 2<sup>nd</sup> ODR while in season, he or she will be removed from the team.

In-School Suspension:

A student-athlete who receives an in-school suspension on a game day will not be allowed to participate in the event. If a student-athlete receives a 2<sup>nd</sup> in-school suspension they will be removed from the team.

Out of School Suspension:

A student-athlete who is suspended from school is also suspended from an athletic team, including practice sessions and games. If a student receives a school suspension for a certain number of days the number of contests dates should not exceed this amount. For example, if a student is suspended for three days, they should not miss more than three contest dates. If the student-athlete is suspended from school for a 2<sup>nd</sup> time, no matter the offense, he or she will be removed from the team.

## **APPENDIX A**

### **2431 - INTERSCHOLASTIC ATHLETICS**

The Board of Education recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The Board further adopts those eligibility standards set by the Constitution of the Michigan High School Athletics Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The Superintendent is to develop guidelines for coaches to follow which will ensure that as many team members as possible get the chance to play, so they have the opportunity to benefit from the learning experience.

Use of a performance-enhancing substance by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board.

A list of performance-enhancing substances developed by the Department of Community Health can be found in AG [2431D](#). This list will be distributed to parents.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

A female student shall be permitted to compete for a position in all interscholastic athletic activities. If the District has a girls' team in an interscholastic athletic activity, a female shall be permitted to compete for a position on any other team for that activity.

In support of the Michigan High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote, the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include the MHSAA's set of expectations for each type of participant as well as the Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Code of Conduct.

M.C.L.A. 380.1289, 380.1318  
Good Sportsmanship Campaign, Michigan High School Athletic Association

Revised 2/12/07  
Revised 11/12/07

## 2431D - BANNED DRUGS

The Department of Community Health shall periodically distribute to the District the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association. This information shall be provided to parents, students and the community annually. This information will be included in student handbooks and publications regarding athletics and extracurricular activities.

Banned Drugs

<http://www.ncaa.org/2015-16-ncaa-banned-drugs>

The following is a list of banned-drug classes, with examples of substance under each class:

A. **Stimulants:**

amiphenazole	methylenedioxymethamphetamine
amphetamine	(MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine <sup>1</sup> (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine

cropropamide  
crothetamide  
diethylpropion  
dimethylamphetamine  
doxapram  
ephedrine (ephedra,  
ma huang)  
ethamivan  
ethylamphetamine  
fencamfamine  
meclofenoxate  
methamphetamine

phentermine  
phenylpropanolamine (ppa)  
picrotoxine  
pipradol  
prolintane  
strychnine  
synephrine (citrus aurantium,  
zhi shi, bitter orange)  
and related compounds.

**B. Anabolic Agents:**

**anabolic steroids**

androstenediol  
androstenedione  
boldenone  
clostebol  
dehydrochlormethyl-testosterone  
dehydroepiandro-sterone (DHEA)  
dihydrotestosterone (DHT)  
dromostanolone  
epitrenbolone  
fluoxymesterone  
gestrinone  
mesterolone

methyltestosterone  
nandrolone  
norandrostenediol  
norandrostenedione  
norethandrolone  
oxandrolone  
oxymesterone  
oxymetholone  
stanozolol  
testosterone<sup>2</sup>  
tetrahydrogestrinone (THG)  
trenbolone  
and related compounds

**other anabolic agents**

methandienone      methenolone      clenbuterol

**C. Substances Banned for Specific Sports:**

Rifle:

alcohol  
atenolol  
metoprolol  
nadolol

pindolol  
propranolol  
timolol  
and related compounds

**D. Diuretics:**

acetazolamide  
bendroflumethiazide  
benzthiazide  
bumetanide  
chlorothiazide  
chlorthalidone  
ethacrynic acid  
flumethiazide  
furosemide

hydrochlorothiazide  
hydroflumethiazide  
methyclothiazide  
metolazone  
polythiazide  
quinethazone  
spironolactone (canrenone)  
triamterene  
trichlormethiazide  
and related compounds

E. **Street Drugs:**

heroin  
marijuana<sup>3</sup>

tetrahydrocannabinol  
(THC)<sup>3</sup>

F. **Peptide Hormones and Analogues:**

corticotrophin (ACTH)  
human chorionic gonadotrophin (hCG)  
luteinizing hormone (LH)  
growth hormone (HGH, somatotrophin)  
insulin like growth hormone (IGF-1)

**All the respective releasing factors of the above-mentioned substances also are banned:**

erythropoietin (EPO)  
darbepoetin

sermorelin

Revised 3/5/07

## **5532 - PERFORMANCE-ENHANCING DRUGS/COMPOUNDS**

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually. This notice and list shall also be published in the Parent/Student Handbook provided annually.

The Superintendent shall ensure that the warning notice concerning anabolic steroids as well as a warning notice about dietary supplements that contain a performance-enhancing supplement is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

M.C.L.A. 333.26301 et seq., 380.1318

Revised 2/12/07

**Athletic Department**

**Receipt of Rules Form**

I, \_\_\_\_\_, along with my child, \_\_\_\_\_, have received and read the above rules. My child and I understand that ignorance of eligibility expectations shall not be considered a defense in the case of a violation. The Athletic Code of Conduct shall be published and discussed at all Meet the Team night prior to the beginning of every season which we are to attend.

\_\_\_\_\_  
**Student-Athlete Signature**

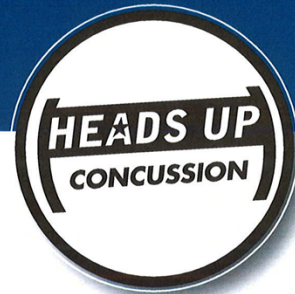
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**



# PARENT & ATHLETE CONCUSSION INFORMATION SHEET



## WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

## DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

## SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

## SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall



▶ **"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON"**

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

\_\_\_\_\_  
STUDENT-ATHLETE NAME PRINTED

\_\_\_\_\_  
STUDENT-ATHLETE NAME SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT OR GUARDIAN NAME PRINTED

\_\_\_\_\_  
PARENT OR GUARDIAN NAME SIGNED

\_\_\_\_\_  
DATE

JOIN THE CONVERSATION  [www.facebook.com/CDCHeadsUp](http://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO [>> WWW.CDC.GOV/CONCUSSION](http://www.cdc.gov/concussion)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



# RETURN TO COMPETITION

This form is to be used after an athlete is removed from and not returned to competition after exhibiting concussion symptoms. MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest. In cases where an assigned MHSAA Tournament physician (MD/DO) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_

Event/Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

## REASON FOR ATHLETE'S INCAPACITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

**Permission is granted** for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

**COMMENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE (Must be MD or DO)      DATE: \_\_\_\_\_

**PHYSICIAN'S NAME (Printed):** \_\_\_\_\_

**Copies to: Team Coach and Athletic Director**

**Duplicate as Needed**