

# McGregor Coaches Handbook

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## FORWARD

This handbook has been prepared to assist in the administration of activities for the McGregor High School. Each coach in every sport should make it a priority to read this handbook each year before practice starts. Many problems that could arise can be avoided and coaches will have more time for their activities.

## **COACHES CODE OF ETHICS from the NATIONAL FEDERATION COACHES ASSOCIATION**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse. The coach shall not use alcohol, tobacco, or drugs when in contact with players. The coach shall avoid the use of alcohol, THC products, or illegal drugs on any day prior to being in contact with players. Failure to follow this will result in discipline of the coach which can include, but is not limited to suspension or dismissal from the coaching position.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall master the contest rules and shall teach them to his or her team members.
6. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with other school officials and groups.
8. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
10. The coach shall not exert pressure on faculty members to give student-athletes special consideration.
11. The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **ACTIVITIES PHILOSOPHY**

McGregor High School extracurricular activities exist for the benefit of the students. Through participation in extracurricular activities students will have the opportunity to develop skills in cooperation, teamwork, and sportsmanship.

Athletics are competitive, and winning games becomes a greater goal the higher the level of competition. In Junior High, participation and learning skills is stressed. In Junior Varsity and Varsity, the goal of winning the contest dictates playing time for each team member.

Coaches have different philosophies and styles of leadership. The coach is responsible for conveying these to the players. Coaches determine who will play, and how much each player will play. Coaches will formulate rules for attendance and behavior.

## **OBJECTIVES OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

1. To provide a positive image of school athletics/activities at McGregor High School.
2. To always strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and the student's mental health.
3. To ensure growth and development that will raise the number of individual participants in order to provide activities which offer the greatest benefits for the greatest numbers.
4. To provide opportunities that will allow the program to serve as an opportunity where students may cope with problems and handle situations similar to those encountered in our current society. Opportunities include:
  - a. Physical, mental and emotional growth and development.
  - b. Acquisition and development of special skills.
  - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that encourage winning and losing graciously.
5. To create a desire to succeed and excel.
6. To practice self-discipline and emotional maturity to make decisions under pressure.
7. To provide for the students' worthy use of leisure time now and in the future.

## **DUTIES AND RESPONSIBILITIES FOR ALL COACHES**

Coaches are reminded that we operate under multiple sets of rules and regulations, each supplementing the other. They are :

1. The MSHSL Handbook,
2. The Constitution of the Polar League
3. The Constitution of the District 9 North Football District
4. The Regions of the MSHSL that govern our activities
5. The McGregor School District Policies

Any coach in charge of an activity at any level will be expected to maintain a high degree of integrity for carrying out assigned duties and responsibilities.

The main reason for having athletic teams within a school is to help provide opportunities for young people to develop their capabilities to the fullest extent. Development of positive attitudes is an important means to accomplish this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must set this example.

The coach should be fair and unbiased with players and sensitive to individual differences, needs, interests, temperaments, aptitudes, and behaviors.

A coaches' actions and public communications should always reflect confidence and respect for the McGregor School District. Much can be done by the coach in public contacts to build a high level of confidence in the their program, the entire athletic program and the school as a whole.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you.

### **Start of Season Coaches Duties**

1. Coaches will work with the AD to set up a 7-12 parent/players meeting prior to the start of the season. With spring sports, this may have to happen shortly after practice starts due to seasons overlapping. Forms, fees, and general expectations will be discussed with the parents for the upcoming season.
2. Each coach must be registered on the MSHSL website and complete all the modules required for their position.

3. Each coach should turn in a list of athletes to the Activities Director after the first day of practice. The Activities Director will check for academic, chemical, and medical eligibility of each athlete and communicate this back to the coach.
4. It is the coaches responsibility to update the Activity Director when students join after the start date or decide to quit as soon as possible. It is important for the office to have an accurate accounting of who is and is no longer a part of any activity.
5. Be sure that each student/athlete has a MSHSL eligibility form signed by parent/guardian and student. A family only has to fill this out once per school year. The Activities Director will have a list of those who have filled out the form from a previous activity.
6. Remind students to pay their activity fee before the first contest. If a student indicates that they need an extension or can't afford to pay the fee, refer the student to the Activities Director so that something can be worked out. We will deny no one participation in an activity due to the lack of ability to pay the activity fee.
7. At your first practice, hold a team meeting to fully explain the Athletic Eligibility information bulletin and the McGregor Athletic Policy which is included at the end of this document. Spell out, in very specific terms, the dangers and possible injuries that may occur in your sport. When going over eligibility information, emphasize to your athletes that "behavior" consequences with athletes outside of the team activities are at the Principal's discretion. If there are behavior issues that are not covered by the Minnesota State High School League, it is entirely up to the high school principal to assess an appropriate penalty. The penalty may be more or less severe than league penalties that are spelled out for chemicals, etc.
8. At your first practice, go through the list of team rules and guidelines. This list of rules should align with the school rules and must be on file each year with the AD.

### **General Coaching Duties**

1. The main concern of a coach should be the health and welfare of the participants. Have first aid equipment available at all times. Each activity has a medical kit. This needs to be checked and restocked as needed by the coach. If supplies are needed and are not in the training room, inform the Activities Director immediately so that replacement items can be ordered.
2. Handle all injuries with care. After any serious injury or any injury involving the head or neck area, the parent must be notified by the coach immediately. As soon as reasonably possible, the coach must inform the Activities Director of all serious injuries.
3. To emphasize victory with honor and losing with grace. Any act of unsportsmanlike conduct reflects on the entire McGregor Athletic Program, the McGregor School and the McGregor Community.
4. Coaches should not emphasize their sport/activity at the expense of other activities.
5. All coaches should encourage students to go out for the activity of their choice.

6. In order to promote overall school spirit, all coaches should encourage their teams to support other McGregor teams.
7. Coaches should support the principal and assist all faculty who have concerns with a student participant.
8. If one of your athletes is on the verge of being dismissed from your team, it is the responsibility of the coach to contact the parent and arrange for a face to face meeting with the parent or parents. Please be specific and document. If a situation gets to this point that the meeting must involve the Activities Director.
9. Complete all requirements on the MSHSL webpage including the requirements found in the Coach's Clipboard section of the page (including Emergency Action Plan). This needs to be done for all levels of activities including junior high.
10. Report any MSHSL violations to the school administration that you may become aware of.
11. Hazing is not acceptable. Coaches should model good behavior and make certain that hazing in any form is not occurring on their team.
12. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches should not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.
13. Check to be sure that lights and doors are secure before leaving after practice.
14. Check to be sure that all equipment is put away and secure before leaving.
15. All purchasing of items using school funds must go through the Activities Director.

### **End of Season Procedures**

1. It is the responsibility of each coach to collect and make sure all school equipment and uniforms/warm ups are turned in at the end of their season. Report any missing items to AD.
2. To check your equipment to see what needs to be replaced and a detailed list of purchase requests needs to be submitted to the AD within 3 weeks of the conclusion of the season. This is generally the responsibility of the head coach with input from the lower level coaches.

### **Travel**

1. All students must ride to the contest on the bus unless PRIOR approval is granted by the Principal.
2. Students may ride home with their parents after the game by informing the coach.

3. Students may ride home with other parents after a game with prior approval from the administration.
4. Students may NOT ride home with any other student or minor.
5. Coaches must maintain proper student behavior on the bus so that the bus driver can concentrate on their job.
6. At least one coach must stay in the building until all students are picked up after a game.
7. If the bus leave time is before school gets out, students are given 15 minutes to prepare.
8. If you need a substitute for your classroom, it is the coaches responsibility to submit this request as far in advance as possible so that a suitable substitute arrangement can be made.
8. The coach is responsible for the behavior of the students while they are not participating in a contest at another school.
9. The coach is responsible for making sure that the bus is clean upon return to the school. Please check for items left behind as well as any trash that students may have left. Please communicate this to your student-athletes.
10. Make provisions for safekeeping of all valuables.
11. Any coach using a school van must communicate with the transportation director regarding the procedures for doing so.
12. A coach needs to ride the bus both to and from an event unless prior approval is granted by Administration.

### **PRACTICES--DAYS & TIMES:**

1. "General Comment"-Start on time and end on time. You are not improving your athletic program by jeopardizing your relationship with parents by holding late practices. The less you can disrupt the family dinner hour with practice, the more apt you are to have a favorable reaction from parents to the athletic program.
2. All practices are to be supervised by coaches at all times . If a coach is unable to be present, his/her practice should not be held. PRACTICES SHOULD NOT EXCEED 2 HOURS. Exception: Sports activities that begin in the fall of year before the start of school –football, volleyball, cross country; winter and spring activities may practice longer(within reason) during the first week of the season. Team sports are to be limited to one practice per day during the student school year. Activities may practice twice per day if approved by the Activities Director and the practice is properly supervised.
3. Sunday meetings or practice sessions of squad members are prohibited. Thanksgiving and Christmas should be treated the same as Sunday. Practice during the more extended vacations may be scheduled at the discretion of the coach with the approval of the AD.
4. If practice is going to be canceled, you must go through the AD prior to that cancellation. Cancellation of practice can affect many things, including rides home.

5. Practices will be canceled due to bad weather or other situations by the school administration.

### **MUSIC DURING ACTIVITIES**

1. Music played during practice and/or prior to a game/match, must be in good taste. No lyrics may contain profanity, promote illegal activities, or be generally in bad taste. The coach is responsible for reviewing the music.
2. The volume of the music before a game needs to be at a comfortable volume.

### **FUNDRAISERS**

All fundraisers should be approved by the Activities Director. The money raised is to be used directly by the students in that activity.

### **CHAIN OF COMMAND**

Coaches should demonstrate loyalty to each other. From time to time, disagreements among the coaches of a program may occur. Coaches are generally very competitive people. Disagreements need to be handled in private and not in front of students or in the public. Ultimately, the head coach is responsible for the direction of his/her own program. Head coaches, assistant coaches, and junior high coaches all need to be on the same page for the development of the program.

If there are disagreements that need to be resolved by a third party, the AD, Principal or Superintendent may serve as that third party to make sure that the coaches of a program are working in the same direction.

### **VOLUNTEER COACHES**

All volunteer coaches at any level must be cleared through the AD in advance. The head coach must recommend each volunteer. After a successful background check, final approval must be granted from the administration. The volunteer coach must meet all the expectations of the MSHSL. (Coaches Clipboard)

### **MOVING JUNIOR HIGH STUDENTS TO HIGHER LEVELS:**

From time to time, junior high students play at the JV or Varsity levels. Sometimes this is based on need for participants, and sometimes the players ability level dictates the move. Head coaches should make sure that the student, parent, and other coaches are comfortable with the move.



## **RESIGNATIONS**

A fall or winter coach who desires to resign from a coaching position must do so in writing by April 1st. Spring coaches must submit that resignation by September 1st preceding the next season.

## **COACHING CLINICS**

Attending coaching clinics has many benefits, and is strongly encouraged by the school district. Advancing coaching knowledge and networking with other coaches are two good examples of the benefits of coaching clinics. The school will pay for each coach to attend one coaching clinic in your activity per year.

## **PARENT CONFLICTS**

It is possible that you will have an upset parent. Open rational communication can help resolve some differences. If a parent confronts you after a game, the following steps should be taken:

1. Tell parent you will not talk to him or her for minimum of 24 hours. (cooling-off period)
2. Tell parent to call you after 24-hour period to set up meeting at the school. (coach, athlete, and parent)
3. If meeting between coach and parent does not resolve the problem, a meeting will be set up with the Activities Director in attendance.
4. If meeting between coach, parent(s), and Activities Director does not resolve the problem, a meeting will be set up with the Superintendent of schools in attendance.
5. If the coach or parent requests the Activities Director at the initial meeting, that can/should be arranged.

## **PLAYING TIME**

1. The Jr High programs emphasis will be placed on individual fundamental skill development. Season scheduling will be done with the understanding that practice time is as important as competition. Playing time for all participants will be the expectation (not necessarily equal time) unless restrictions are needed for poor attendance or other discipline issues.
2. The C-Squad level, if available for the activity, is for those participants who are not ready, as determined by the coaches to handle the requirements of the Varsity and/or JV levels. Playing time is not equal, but emphasis again will be on individual fundamental skill development.
3. JV level is considered the final preparatory level before Varsity. Seniors should not participate at this level unless low overall activity participation levels warrant the

need so that a JV program can be maintained. Playing time is not equal with emphasis continuing to be on individual fundamental skill development.

4. The Varsity is the top level in the program. Playing time is not equal and is earned through demonstrations to the coaching staff that the opportunities are warranted.

## **SUMMER COACHING**

Coaches must keep in mind both the language and intent of MSHSL bylaw 307 regarding summer coaching. Coaches can encourage and motivate their athletes to participate in off-season programs, conditioning, training sessions, camps, etc.; but may not require attendance as a condition of participation or playing time for the school season. High school students need to have the freedom to participate in other sports, activities and/or academic programs, work-or just take time off during the summer. Coaching in the summer requires a waiver to be completed through the MSHSL.

## **UNIFORMS**

The school purchases uniforms every 5 years. Care should be taken to collect and take care of uniforms as they are handed down to lower levels. We can get many years out of uniforms if they are taken care of properly.

## **HEAD COACH RESPONSIBILITIES**

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches or may be delegated by the Activities Director.

1. The head coach has full responsibility for the overall supervision/direction of his/her program, including 7th/8th Grade, C Squad, and JV teams. The Head Coach is required to have a meeting prior to and at the end of each season with all lower level coaches to provide direction and feedback.
2. The head coach is responsible to ensure the basic philosophies of participation at each level of their respective activities are adhered to.
3. The head coach must report regularly while his/her sport is in season to the AD with regard to the developments in his/her program. Turn in any awards received to AD at the end of the season.
4. The head coach is responsible for assuring that varsity scores are reported to the appropriate media after each varsity contest.
5. The head coach must meet licensing requirements as set forth by the Minnesota Department of Education and the MSHSL and meet the following requirements :
  - a. Maintains an open account on the MSHSL site: Coach's Clipboard
  - b. Meets all Continuing Education requirements as dictated by the MSHSL.
  - c. Completes Rules Interpretation meetings for their sport(s).

- d. Oversees the requirements of lower level coaches required by the MSHSL.
6. The head coach is responsible for the actions and conduct of his/her team.
7. The head coach shall create a method for awards at the end of the season in order to celebrate the accomplishments of the student-athletes.
8. The head coach is responsible for immediately informing the Activities Director whenever roster changes occur (additions/subtractions or uniform number changes) so that the roster can be up to date on the MSHSL and Rschool websites.
9. The head coach is responsible for creating a lettering policy for his/her sport. This needs to be on file with the AD prior to the start of the season.
10. The head coach is responsible for attending All-conference meetings or sending someone to represent his/her team in the event that attendance is not possible.
11. The head coach is responsible for responding to all media promptly. The Aitkin Independent Age, the Voyager Press, and the KKIN all cover McGregor sports and it's important that we respond to their requests regularly and promptly.

### **ASSISTANT AND JUNIOR HIGH COACH GUIDELINES**

As an Assistant Coach, he/she needs to :

1. Have an understanding and knowledge of rules and regulations regarding the sport as presented in the Minnesota State High School League Handbook. Keep abreast of all rules and rule changes.
2. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops and reading in the field.
3. Teach fundamentals in a manner that does not contradict teaching at the varsity level.
4. Assist the Head Coach in carrying out assigned responsibilities.
5. Assist in making systematic issuance of equipment.
6. Assist in implementing athletic/activities objectives
7. Assume responsibility for constant care of equipment and facilities.
8. Assume supervisory control over students and teams assigned
9. Be in regular attendance at all contests and practice sessions.
10. Apply discipline in a firm, fair and positive manner.
11. Emphasize safety precautions; be aware of best training / injury prevention.
12. Conduct self and teams in an ethical manner during contests and practice.
13. Assist in return, storage and inventory of school equipment.
14. Recommend facility maintenance and improvements.
15. Recommend equipment to be purchased.
16. Completes Rules Interpretation meetings for their sport(s).
17. Meet frequently with head coach to discuss program philosophy and direction.

# **MCGREGOR HIGH SCHOOL**

## **EXTRACURRICULAR ACTIVITIES POLICY**

### **STATEMENT OF PHILOSOPHY**

McGregor High School extracurricular activities exist for the benefit of the students. Through participation in extracurricular activities students will have the opportunity to develop skills in cooperation, teamwork, and sportsmanship.

### **ATHLETICS**

1. Athletics are competitive, and winning games becomes a greater goal the higher the level of competition. In Junior High, participation and learning skills is stressed. In Junior Varsity and Varsity, the goal of winning the contest dictates playing time for each team member.
2. Coaches have different philosophies and styles of leadership. The coach is responsible for conveying these to the players. Coaches determine who will play, and how much each player will play. Coaches will formulate rules for attendance and behavior.

### **LETTERS AND AWARDS**

Activity letters are awarded to students who meet the requirements of each program. Students receive the letter award the first year. Pins and/or chevrons are awarded for each succeeding year.

Requirements for all activities

1. Abide by all Minnesota State High School League rules, McGregor School policies and activity requirements.
2. Show loyalty to the team, school, and community
3. Be a good example of good sportsmanship and cooperation.
4. Individual activity requirements will be determined by coaches/directors.

### **EXTRACURRICULAR ELIGIBILITY POLICY**

The McGregor School Board recognizes the importance of student participation in extracurricular activities. The Board further recognizes that students who participate in extracurricular activities are representatives of our school and community and are expected to be examples of good conduct. Therefore, the Board adopts this policy which sets eligibility requirements for participation in extracurricular activities. Areas covered by this policy include student use of alcohol, tobacco, and chemicals and academic achievement.

## **DEFINITIONS**

Category I Activities: those Minnesota State High School League (MSHSL)-sponsored activities in which a member school has a schedule of interscholastic contests. Cheerleading and Speech are included as category I Activities.

Category II Activities: those MSHSL-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

Fine Arts Activities:

1. Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
2. Music Activities.
3. All other clubs and activities are considered Category II Activities. (FCCLA, Student Council, Chess Club, Jazz Band, Play, Knowledge Bowl, NHS, SADD, etc.)

### **SECTION 1 - Use of Alcohol, Tobacco, Controlled Substance**

1. During the calendar year, regardless of the quantity, a student shall not:

- A. use a beverage containing alcohol; use tobacco; or, use or consume, have in possession, buy, sell or give away any other controlled substance. (See Bylaw 304.00 - Ineligible Player)

2. Penalties and Recommendations for Category I Activities

- A. McGregor High School will follow the MSHSL guidelines for Alcohol, Tobacco, and Controlled Substance Violations. This will include Jr. High Students.
- B. Accumulative Penalties:
  - a. Penalties shall be accumulative beginning with the student's first participation on a high school team or activity B-squad, junior varsity or varsity - and continuing throughout the student's high school career.

3. Penalties for Category II Activities

- A. The MSHSL has instructed schools to develop their own policies for Category II activities. The penalties for Category II activities vary by activity. They are:

B. First Offense:

- a. Jazz Band, Knowledge Bowl, and Math League - 1 event
- b. School Play - Out of play for the year
- c. All Other Category II Activities - no participation for 3 weeks

C. Second Offense:

- a. Jazz Band, Knowledge Bowl, and Math League - 2 events
- b. All Other Category II Activities - no participation for 4 weeks

D. Third Offense and Subsequent Offenses:

- a. Jazz Band, Knowledge Bowl, and Math League - 3 events
- b. All Other Category II Activities - no participation for 5 weeks

## SECTION 2 - Academic Eligibility

In order to be eligible to participate in extracurricular activities, a student must be maintaining passing grades in all classes. If a student receives an "F" as a final quarter grade, the student will be ineligible for the following number of games/meets. (NOTE - An "NC" is considered to be the same as an "F") This also applies to online, PSEO, and other forms of "off-campus" educational opportunities. If a student withdraws from an off-campus course in the allotted time frame, and a "W" is granted, they will remain eligible.

- Cross Country 1 meet
- Football 1 game
- Volleyball 2 matches
- Basketball 3 games
- Track 2 meets
- Baseball 3 games
- Softball 3 games
- Fall Cheerleading 1 game
- Speech 1 meet

For Category II activities, the penalty will be the same as the penalty for Use of Alcohol, Tobacco or Controlled Substance (first offense). For the activities that have a 15 day penalty, the first day of the ineligibility will be the first school day following the mailing of grade reports.

## Junior High Academic Eligibility

Academically ineligible 7th and 8th grade students will be subject to the following penalties:

- Cross Country 1 meet
- Football 1/2 game
- Volleyball 1 match
- Basketball 2 games
- Track 2 meets
- Baseball 2 games
- Softball 2 games
- Cheerleading 1 game
- Speech 1 meet

After this, eligibility will be reinstated when all passing grades are established. The student must submit a written grade report showing all passing grades (signed by each teacher) to the coach/director. He/she is then eligible for the remainder of the quarter. If the student receives a failing grade for the 4th quarter, the period of ineligibility is carried over to the following fall.

## V. ATTENDANCE AND TRANSPORTATION

1. Students who participate in any extracurricular activities, must be in school at least 3 entire class periods to participate in a practice or game/meet that school day. Absences for school related events will be accepted and participation permitted. In extraordinary situations, exceptions to this policy may be made by the Principal or Activities Director.
2. Students participating in an extracurricular activity for which school transportation is provided must use that transportation. Exceptions will be granted for students who are riding with their parent or the parent of another student, provided that the coach/director is notified in writing or in person by the student's parent.

## VI. Code of Conduct

A student who is dismissed from school or violates the MSHSL Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. (MSHSL Bylaw 206.3). A student may appeal a code of conduct suspension to the Student Hearings Committee of the McGregor School Board.

## VII. Activity Fees

### Activity Fees for 2023-24.

1. Grades 9-12 \$55
2. Grades 6-8 \$30 (Grade 6 will pay an activity fee if they are participating on a Junior High team.
3. Family Max \$175

All activity fees are due before the first game. If there are circumstances preventing the paying of the activity fee, contact the athletic director prior to the first contest.