

## Education Programs

### Independent Provider Activity Programs

#### I. Purpose

The purpose of this policy is to provide criteria and rationale for the school district facilitating student activities through the use on an independent provider. An independent provider is an individual, group, or organization that provides an opportunity for school district students to participate in an extracurricular program that would not normally be offered and sponsored by the school district.

#### II. General Statement of Policy

The school district recognizes that situations occur when, although there is demonstrated student interest in an activity, it is not possible for the school district to sponsor the activity due to staffing, facilities, budget, or other limitation. On an annual basis, the activities director working with the Student Activities Advisory Council (SAAC) will review and approve or disapprove of requested independent provider activities.

#### III. Criteria

- A. The independent provider activity may not duplicate an existing school district activity and must follow all district policies.
- B. Activities under consideration by the Minnesota State High School League (MSHSL) will be given preferred consideration. Other activities may be approved in exceptional circumstances.
- C. All participants in the independent provider program must be fully enrolled students in the school district in grades 9-12. Students below grade 9 are not eligible to participate in the program.
- D. There must be a team component and public competition involved for an activity to qualify as a program under this policy. All members of the team must be full-time students in grades 9-12 in the school district. The team will be allowed to use the high school official logo, nickname and school colors in its competitions.

#### IV. Procedures and Requirements

- A. An individual, group or organization interested in applying for independent provider status in the school district should obtain an application packet from the high school activities office and complete the application packet, including additional background information. Renewal applications and compliance

information must be done annually. Failure to renew annually may jeopardize independent provider status and benefits.

- B. The application and relevant materials must be completed and submitted to the activities director for review with the Student Activities Advisory Council no later than two (2) months prior to the start of the independent provider-sponsored activity or on a designated date as determined by the administration. The Student Activities Advisory Council will review the application and make a recommendation to the school board. The school board will decide whether to grant independent provider status. The activities director will notify the provider of the district's decision. Additional information and/or a request for appearance at a Student Activities Advisory meeting may be necessary.
- C. It is the responsibility of the independent provider to collect all registration forms, fees and other program-related information, and submit all items at the same time to the activities office.
- D. All students will be responsible for knowing and following all school district rules and policies concerning student activities including, but not limited to: attendance, conduct, academic eligibility and all other school district eligibility requirements (see *Student Rights and Responsibilities Handbook* and Policy 627, Athletics, Fine Arts, and Activities – Participation and Academic Eligibility). In the event of a violation of any rule or policy during or outside of school, the school district's activities director or a designee will administer the consequences for the student. Student information will be released, consistent with the Minnesota Government Data Practices Act. Any violation must be reported to the activities director as soon as it is practical.
- E. The school district will provide copies of its sexual, racial, religious, harassment and violence policies to the independent provider for distribution to all personnel who will be working with the students.
- F. The independent provider will provide to the school district, a certificate of liability insurance to provide for the safety of the student participants, naming the school district as an additional insured party.
- G. As necessary, the independent provider will provide proof of adequate workers' compensation coverage to the school district.
- H. The independent provider will provide the school district with completed background checks on all coaches, advisors, employees or volunteers with the independent provider. Such background checks will be of a type acceptable to the school district. The independent provider will cover the costs and any related incidental expenses to the background checks.
- I. All costs for the independent provider will be provided by the independent provider and/or participants. With availability and following district facility use

policies, the independent provider may use school district facilities for practices and/or games/contests.

- J. In order for participants in an independent provider activity to qualify for an Edina letter “E,” the independent provider must have written lettering criteria meeting the requirements of this policy, approved by the Student Activities Advisory Council, and in place prior to the start of the season. The minimum requirements for lettering are:
1. The individual members of the team must have a time commitment of at least 150 hours, similar to other school district activities in which a letter may be earned.
  2. The participation must be at an advanced rather than an entry level.
  3. The independent provider sport/activity must have a competition component, some part of which must be held in Minnesota, must be against other high school programs or clubs, and must be organized in such a way that the general public is aware of and may attend if they choose. The competitions must use a set of standardized rules or guidelines for play, teams must be able to compete against other teams of similar age, and there must be officials or judges who apply a standard set of judging criteria.
- K. At the conclusion of the season, the independent provider will provide the activities office with its awards list within seven (7) days so certificates and letters can be prepared. Fees for providing certificates of participation and chenille letters (“E”) are the responsibility of the independent provider.
- L. Upon approval, the school district will work cooperatively with the independent provider and involved coaches, advisors and participants on meeting the needs of the activity program. This includes appropriate participation in meetings and communications.
- M. Approval as an independent provider will be effective for one calendar year or one season at the Student Activities Advisory Council’s discretion.

Cross References:

Policy 627 – Athletics, Fine Arts, and Activities – Participation and Academic Eligibility

Policy 628 – Student Activity Programs

*Edina Public Schools Student Rights and Responsibilities Handbook*

Policy  
adopted: 10/26/09

INDEPENDENT SCHOOL DISTRICT 273  
Edina, Minnesota

Appendix I

**Student Registration Form – Independent Provider Activity Programs**

Edina High School Activities Department  
6754 Valley View Road ▪ Edina, MN 55439 ▪ 952-848-3815 ▪ Fax 952-848-3818

This form must be completed and returned to the Activities Department before the student will be permitted to participate in independent provider activity programs.

Program/Activity/Sport: \_\_\_\_\_

Independent Provider: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
First MI Last School (circle one): HS SV VV

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Student ID#: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address (Street, City, Zip): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student lives with (circle one): Mother Father Both

Person, beside parent, to notify in case of emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that this activity is provided by an independent provider and is not an activity of Edina Public Schools. My student will follow the policies and procedures of Edina Public Schools when participating in the program. All monies paid to the district are for administrative processing of end-of-the year awards for the program.

**Parent/Guardian Signature** \_\_\_\_\_ Date: \_\_\_\_\_

I will follow the policies and procedures of Edina Public Schools when participating in the program.

**Student Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**Independent Provider Insurance Waiver**

I fully understand that Edina Public Schools **DOES NOT** provide insurance coverage for my student while participating in independent provider activity programs and that it is my responsibility to provide insurance coverage for my student.

Insurance Company: \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**Release of Student's Name and Pictures**

Public directory information includes a student's name and pictures for a student participating in independent provider activity programs or events.

**Parent/Guardian Signature** \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRICT USE ONLY**

Date:	Independent Provider Activity Program:	Fee Paid:
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____