

# EDINA HIGH SCHOOL

## EXTRA-CURRICULAR INDEPENDENT PROVIDER INFORMATION PACKET

### Independent Provider Activity Programs: EPS Board Policy 626

#### I. Purpose

The purpose of this policy is to provide criteria and rationale for the school district facilitating student activities through the use of 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 fulltime 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 jeopardizes independent provider status and benefits.
- B. The application and relevant materials must be completed and submitted to the activities director for review by SAAC no later than two months prior to the start of the independent provider-sponsored activity or on a designated date as determined by the administration. SAAC will review the application, decide whether an independent provider status will be granted, and ensure that the school board is informed of new independent providers for information as an appendix to this policy (Appendix II). The activities director will notify the provider of the district's decision. Additional information and/or a request for appearance at a SAAC 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. Discipline will be administered consistent with the Minnesota Government Data Practice Act.
- 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 with seven (7) days so all certificates and letters can be prepared. Fees for providing certificates of participation and chenille letter "E's" 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 SAAC's discretion.

## Lettering Criteria Content

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:

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Please provide a narrative addressing how your activity will meet each of these three (3) requirements.