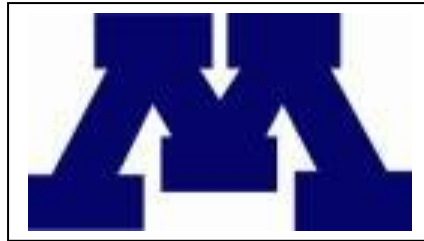


**Minnetonka High School
Application for Independent Provider
Co-Curricular Programs
Student Packet**

Application Deadline: November 1, 2017



Student Packet Includes:

Guidelines for an Independent Provider

**Student Application and Approval
Form for a Co-Curricular Program**

**Parent Permission Form and
Student Registration Information**

Guidelines for Participation in a Co-Curricular Program using an Independent Provider

This procedure was created to meet the demonstrated student interest in being a part of a school program in those areas that we are unable to provide for due to staffing, facility, budget, or some other limitation.

An **Independent Provider** is defined as an individual, group or organization that provides an opportunity for Minnetonka High School students to participate in a co-curricular program. The providers are not required to be licensed educators. Independent Provider status to provide an authorized Minnetonka High School co-curricular program is approved on an annual basis by the Minnetonka High School Director of Student Activities.

Applications must be filled out each school year and will be accepted to the Minnetonka High School Activities Office starting on the first day of the current school year and due by November 1 of the current school year. Applicants will be notified within 3 weeks of their application submission.

Application Process for Independent Provider:

1. Organizations/individuals interested in applying for Independent Provider status should contact Minnetonka High School Activities Office to receive an application packet.
2. The Independent Provider must submit the following items: **Independent Provider Application and Approval for an Extra Curricular Program form**, a **Student Registration Form**, a **complete schedule of activities**, and a **completed criteria for content form**.
3. The program content must meet the criteria for awards as outlined in this handout. The provider will include a description of how each of the criteria will be met. Subsequent approval of the Independent Provider proposal is dependent upon rigorous adherence to the Minnetonka High School guidelines, policies, and procedures.
4. The district will provide a copy of its Eligibility form to the Independent Provider. The purpose of this form is to assure that students and parents/guardians understand the responsibilities that must be assumed when participating in an extra curricular program conducted by an Independent Provider.
5. Upon approval/renewal of the organization/individual as an Independent Provider, the provider will be given an **Awards Report Form**. Within five days of the completion of the program, the Independent Provider will submit this form to the Activities Department so that school awards may be prepared. **Only pre-registered students are eligible to receive a letter award.**
6. At least once annually and prior to seeking renewal of approval status, the Independent Provider must submit a program schedule of activities to the Activities Department.
7. The Independent Provider applicant shall provide the school district with written authorizations for criminal background checks that will be done on all employees or volunteers who will be working with Minnetonka High School students. The Independent Provider shall bear the cost of the background checks for its personnel.

**Independent Provider Application &
Approval Form for a Co-Curricular Program**

Today's Date _____

Independent Provider Activity _____

Is this a team or an individual activity? _____

Contact/Coach Name _____ Email _____

Address _____ Telephone (C) _____ (W) _____

Criteria

1. Program offerings must be within the mission of the school district and consistent with community standards and values.
2. The program may not duplicate an existing high school extracurricular program.
3. All students participating in this program will be currently and fully enrolled students of Minnetonka High School. Students enrolled in grades below 9 are not eligible for this program.
4. 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, scholastic standing, and other eligibility requirements. In the event of a violation of any rule or policy, whether during or outside of school, the school district's Director of Student Activities or a designee will administer the consequences for the student. Discipline will be administered consistent with the Minnesota Government Data Practices Act. Any violation must be reported to the Director of Student Activities as soon as is practical.
5. Each student will register with the Activities Department and pay the annual \$75 participation fee, and complete the student eligibility form.
6. All costs associated with the program will be borne by the Independent Provider or by the participants on a tuition basis.
7. The Independent Provider will provide to the school district proof or adequate liability insurance to provide for the safety of the student participants naming Independent School District 276 as an additional insured party.
8. The Independent Provider will provide to the school district proof of adequate worker's compensation coverage.
9. 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.
10. The Independent Provider will provide to the school district written authorization for criminal background checks on all employees who will be working with the students.
11. In general, the activities of the program will be conducted at the site of the Independent Provider, but District facilities may be used on an availability basis and at the applicable rental rate as requested.
12. If a team competition is involved, all of the student participants must be Minnetonka High School students. Such a team will be allowed to use Minnetonka High School's name, nickname, and school colors in their competition.
13. If students compete only on an individual basis, students from other school may be in the program, but only Minnetonka High School students will be eligible for a Minnetonka High School letter.
14. Student participants will be eligible to receive school awards. To be eligible to receive a varsity letter the participant must meet the following criteria:
 - There must be a time commitment roughly equivalent to other Minnetonka activities of at least 150 hours during the "season" of participation.
 - There must be a "publicness" to the activity in the form of contests, performances, etc.
 - The participation must be at an "advanced" as opposed to "entry" level.
15. The Independent Provider sport/activity must have a competition component.

Minnetonka High School * Activities Department

18301 Highway 7 – Minnetonka, MN 55345 952-401-5904 952-401-5905 (Fax)

Independent Provider: Student Registration Form

School Calendar Year: _____ - _____

Student Name _____ Grade _____ Date of Birth: _____ M / F

(Gender)

Independent Provider Activity _____

Parent/Guardian Name(s) _____

Phone Number(s) - (Day) _____ (Evening) _____

Email(s) – please write legibly _____

Street Address _____

Permission is hereby granted to the attending physician to proceed with any medical or surgical treatment, x-ray, examinations, and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious means possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the student may be given. In the event that an emergency arises during a practice session, an effort will be made to contact parents/guardians as soon as possible. Permission is also granted to the athletic trainer or coach to provide needed emergency treatment to the student prior to his/her admission to a medical facility.

Allergies or health concerns (list for coach) _____

Non-parent to notify in case of emergency _____ Phone _____

Family Physician/Clinic _____ Phone _____

(Your Independent Provider and/or Coach should retain a copy of this form for their records)

ACTIVITIES INSURANCE WAIVER

I fully understand that I.S.D. 276 **DOES NOT** provide insurance for my student while participating in interscholastic activities and that it is my responsibility to provide insurance coverage for my student.

Insurance Company _____ Phone _____ ID# _____

Parent/Guardian Signature _____ Date _____

WEB SITE AUTHORIZATION: I authorize Minnetonka School District to use my student's picture and/or name on the Minnetonka School District Web Site: www.minnetonka.k12.mn.us. _____ Date _____

Parent/Guardian Signature

IMPORTANT MHS Registration Information: In addition to any forms and/or fees your Independent Provider requires, Minnetonka High School requires that the following **must** be completed annually and prior to participation in this program:

- **Student must complete and submit an Enrichment/Club Eligibility form**
- **Pay the annual \$75 Participation Fee**

Both of these can be completed online at: minnetonkaschools.org. Click on the Activities tab, choose/click High School, registration, and then choose/click on the Enrichments/Clubs option. Complete steps 2 & 3. Payment can also be made in person at the MHS Bursar Window.

MHS ACTIVITIES OFFICE USE ONLY

Approval Date: _____ \$75 Participation Fee Paid: _____ Student Eligibility Form Completed: _____

The student has turned in all eligibility and insurance information, paid fee and is cleared to participate in practice, games and performances during:

_____ Fall

_____ Winter

_____ Spring

_____ Summer

or

_____ Full Calendar School Year