

# AISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM

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## OVERVIEW

### **Purpose of the Off-Campus Physical Education (OCPE) Program:**

The purpose of the OCPE Program is to accommodate students who are making a serious effort to develop higher-level skills in a specific activity that exceed what the school district can offer through the general physical education program. The OCPE Program allows students in 7<sup>th</sup> through 12<sup>th</sup> grades to earn credits that meet the district and state physical education requirements. Students will be expected to be physically educated, along with being physically active. They will be expected to show accountability of skill development, learned physical activity and health concepts and social development through participation in their selected physical activity and written and tested assignments that are based on the Texas Essential Knowledge and Skills for Physical Education.

### **Description of the Off-Campus Physical Education Program**

The OCPE Program is a partnership between Austin Independent School District and approved off-campus agencies that provide activities such as: Dance, Diving, Equestrian, Fencing, Gymnastics, Yoga, Lacrosse (high school club teams in spring semester only), Martial Arts, Rock Climbing, Rowing, Swimming and Tennis. Only practice hours may count towards the state required time. Game days and competitions will not count toward the total weekly participation hours. Agencies must provide an alternative place of instruction during inclement weather. Students will receive a grade of pass or fail. The Physical Education Department will be responsible for supervising the OCPE Program standards to ensure that each student receives a quality, off-campus physical education experience.

Students may participate in two different categories, depending on their grade (see below for complete description). Students in 7<sup>th</sup> or 8<sup>th</sup> grade may participate during one semester per grade level in Category II only. Middle School students are not permitted to leave campus during the school day to participate in OCPE. High school students may participate in either category. High school students may earn 0.5 credits per semester for a total of 1.5 credits towards their high school graduation physical education requirement. Students may not be enrolled in OCPE and any other general Physical Education class or Physical Education substitution at the same time.

In order for a waiver to be granted, AISD will follow the guidelines set by the law as stated in Texas Administrative Code (TAC) §74.11(d)(7)(C). The term “appropriate” implies, among other things, **that the substitute activity is in congruence with the Physical Education Texas Essential Knowledge and Skills (TEKS) as closely as possible, if not above and beyond the rigor of the standards.**

- **Category I - High School (Olympic/National Level):** Participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.
- **Category II - Middle and High School:** Participation includes a minimum of 5 hours per week at a private or commercially-sponsored agency that provides physical activities which include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Students certified to participate at this level may not be dismissed from any part of the regular school day.

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## APPLICATION PROCEDURE

1. Students may be scheduled for Physical Education classes based on their physical education requirement needs until OCPE Program approval has been granted.
2. Students may obtain the OCPE Program Application in the counselor's office or on the AISD website at [www.austinisd.org](http://www.austinisd.org).
3. Students should take the Application to the Agency to have the OCPE Coordinator complete the Individual Training Plan and sign the Application. Agencies and OCPE Coordinators MUST be on AISD's Approved Agency List (accessible at [www.austinisd.org](http://www.austinisd.org)).
4. Students must provide the OCPE Coordinator with their counselor contact information.
5. Students must obtain their school counselor's signature on the OCPE Program Application.
6. Counselors will conference with students to discuss graduation requirements and scheduling needs, and will communicate that students will stay enrolled in the appropriate PE class, if necessary, until the AISD Physical Education Coordinator either approves or denies students' Applications.
7. Parents should keep a copy of this Application for their records.
8. The OCPE Program Application must be **received in the AISD Physical Education Department by mail, fax or hand delivery on or before the FIRST DAY OF EACH SEMESTER. Deadlines will be strictly enforced.**
9. After Applications are reviewed, confirmation emails will be sent to students' counselors. Counselors will then notify students and make appropriate schedule changes. OCPE will be displayed on students' schedules and report cards. **OCPE will not appear on students' schedules until approved by the Physical Education Coordinator.**
10. Parents and students should confirm that OCPE appears on students' schedules at the beginning of each semester and that students have received a grade on their report cards.
11. **Schools may place an "F" on students' report cards if Agencies do not submit students' grades and/or attendance by the appropriate deadlines.** If this should happen, please contact the student's counselor and/or AISD's Physical Education Coordinator.
12. A new OCPE Program Application must be submitted each school year.

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## RESPONSIBILITIES

### Student/Parent Responsibilities:

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required **deadlines, which are on or before the FIRST DAY OF THE FALL OR SPRING SEMESTER**. It is suggested that parents and students start this process at least 2-3 weeks before the start of the semester to meet all the documentation and scheduling requirements. **Delinquent information will result in denial of the waiver request.**
2. Students may only participate with one agency/instructor at a time. Summer activities will not be counted.
3. Students must participate 15 hours per week for Category I or 5 hours per week for Category II at the approved Agency from the beginning of each semester and continue through the entire semester (total of 18 weeks) or transfer into a general PE class to receive 0.5 credits for Physical Education. For the OCPE Program, each hour of student participation is equivalent to one day of attendance or absence.
4. Students must complete a required OCPE Journal to show accountability for learned Physical Education Texas Essential Knowledge and Skills (TEKS). These weekly topics will be discussed and the Agency instructor will give written assignments. **Failure to complete this journal WILL result in a grade of "F."**
5. Students may be asked to show or turn in their journals to various AISD employees at any time. Students should keep their journals in their possession at all times.
6. As in all classes, students must meet the 90% attendance rule.
7. Students must continue to go to their Agency and do alternative learning activities even if he/she is injured. A doctor's note must be given to the instructor with details describing what the student can and cannot do and when full participation is expected.

### Agency Responsibilities:

1. The Agency owner/manager must set up an interview with the PE Coordinator (414-4903) to appear on AISD's Approved Agency List (accessible at [www.austinisd.org](http://www.austinisd.org)).
2. The Agency must designate an OCPE Agency Coordinator who will be solely responsible for training all instructors to ensure that all OCPE Program requirements are being met.
3. The Agency and OCPE Agency Coordinator will be interviewed and asked to provide the documentation listed on the OCPE Agency Agreement Contract before being approved. Agency approval interviews will only be scheduled during the months April and May for the upcoming school year. Some agencies may be placed on a waiting list based on the availability of AISD personnel to supervise this program. The OCPE Agency Agreement Contract may be found at [www.austinisd.org](http://www.austinisd.org)
4. Agencies must provide a clean and safe environment in which students are "well supervised," meaning that the instructor must be present at all times during the scheduled activity to provide guidance and instruction, and to ensure safety.
5. The Agency premises at which AISD students receive services must be located within 30 miles of AISD school boundaries.
6. Agencies must provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.

7. Competition/Game participation may not count towards Category II required hours.
8. The Agency will be dismissed from the OCPE Program if there is evidence that OCPE Program criteria and/or requirements are not being met.

### **OCPE Agency Coordinator and Instructor Responsibilities:**

1. The OCPE Agency Coordinator must ensure that all instructors are “appropriately trained” for Category II or “exceptionally trained” for Category I, meaning that the Agency must provide certification and/or documentation of instructor training and experience.
2. The OCPE Agency Coordinator must ensure that all instructors teach and discuss the agreed upon Physical Education TEKS during scheduled practices or scheduled OCPE Program instruction time.
3. The OCPE Agency Coordinator must ensure that all instructors assign at least one written assignment per week based on the topic of discussion approved by the Physical Education Coordinator.
4. The OCPE Agency Coordinator must ensure that all instructors provide grades for each written assignment in students’ journals and that all assignments are complete.
5. The OCPE Agency Coordinator must ensure that all instructors provide the required documentation (students' hours of participation and six weeks grade of pass or fail) to students’ **according to the grade due date schedule provided to the agency by the AISD PE Coordinator**. AISD will provide a copy of the school year calendar and the grading report period dates prior to the start of the school year. The calendar may also be accessed at [www.austinisd.org](http://www.austinisd.org). The OCPE Agency Coordinator must be able to provide evidence of student attendance upon request.
6. The OCPE Agency Coordinator must notify the AISD PE Coordinator and the school counselor if students choose to transfer into a general physical education class and/or do not meet the 90% attendance requirement. For the OCPE Program, one hour of participation is equivalent to one day of attendance or absence. Agencies may round down (1.5 hours missed = 1 day of absence).
7. The OCPE Agency Coordinator must provide AISD with current instructor contact and certification information as needed.

AISD will make unannounced site visits and will be expecting to see evidence of learned Physical Education TEKS. AISD will be looking for skill development, learned physical activity and health concepts and social development by observing students participating in appropriate activities and reviewing the student’s OCPE journal. The AISD Physical Education Coordinator will give one warning to the Agency for non-compliance of the OCPE Program requirements. If a second breach of OCPE Program requirements occurs, the AISD Physical Education Coordinator will dismiss the Agency from the OCPE Program.

**For Office Use Only:**

Date Rec'd: \_\_\_/\_\_\_/\_\_\_

Initials: \_\_\_\_\_

**AUSTIN INDEPENDENT SCHOOL DISTRICT  
OFF-CAMPUS PHYSICAL EDUCATION WAIVER PROGRAM  
STUDENT INFORMATION AND DISTRICT APPROVAL FORM**

*This form must be completed and signed before approval will be considered to acknowledge the understanding of the OCPE Program criteria and requirements.*

**Please Print:** Student Name: \_\_\_\_\_

Student ID # (if known): \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Middle School Campus: \_\_\_\_\_ Grade Level: \_\_\_\_\_ School Year 20\_\_ - 20\_\_

**Category II only** Please choose: \_\_\_Fall Semester OR \_\_\_Spring Semester

Counselor Name: \_\_\_\_\_ Counselor's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*This information must be provided to the Agency*

High School Campus: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Please choose: \_\_\_Category I OR \_\_\_Category II \_\_\_Fall Semester \_\_\_Spring Semester \_\_\_Both Semesters

Counselor Name: \_\_\_\_\_ Counselor's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*This information must be provided to the Agency*

Agency Name: \_\_\_\_\_ Agency Telephone: \_\_\_\_\_

Agency Coordinator Name: \_\_\_\_\_

Agency Coordinator Email: \_\_\_\_\_

*This information must be provided to the student's counselor*

This OCPE Program Application is for a waiver program that will allow the applying student to receive AISD course credit for the activities described in the Individual Training Plan at the Agency named in this Application. Student, Parent, and OCPE Agency Coordinator, by signing this Application, acknowledge their understanding that this Program will substitute for a course that may be **required for graduation**, and that failure to complete any of the Program requirements or submit information in a timely manner **may result in the Student receiving a failing grade**.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Principal Signature or Designee (School Counselor) Date

\_\_\_\_\_  
OCPE Agency Coordinator Signature only Date

*Completed packets must be turned into the Physical Education Office on or before the first day of the fall or spring semester. There will be no exceptions for late or incomplete applications.*

**AUSTIN INDEPENDENT SCHOOL DISTRICT  
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM  
INDIVIDUAL TRAINING PLAN**  
(Must be completed by the approved OCPE Agency Coordinator only)

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Agency site name where the student will be participating \_\_\_\_\_

Address of where student will be participating (include alternative address if appropriate) \_\_\_\_\_

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OCPE Agency Coordinator's Name \_\_\_\_\_

Student's Instructor (if different than OCPE Agency Coordinator) \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student's Grade \_\_\_\_\_

Student's School: \_\_\_\_\_

\_\_\_\_\_ Fall Semester                      \_\_\_\_\_ Spring Semester                      \_\_\_\_\_ Both Semesters

\_\_\_\_\_ Category I (High School only)      \_\_\_\_\_ Category II

**OCPE Agency Coordinator must supply one of the following for students applying for Category I**

- a copy of the entry form for Olympic or national participation/competition
- a publication which verifies this student's Olympic or national athletic status or rank
- a copy of this student's Olympic or national athletic certification, which verifies their status or rank

The OCPE Agency Coordinator must fill out the following schedule for the participant to verify at least 5 hours of required participation for Category II or at least 15 hours of required participation for Category I.

Days of the Week	Site Name	Number of hours of participation
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		
<b>Total Hours of Participation</b>		

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Signature of OCPE Agency Coordinator

Date

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**RELEASE OF LIABILITY  
AND PERMISSION TO PARTICIPATE  
IN THE OFF-CAMPUS PHYSICAL EDUCATION  
EQUIVALENT PROGRAM**

I hereby give permission for my child to participate in the Off Campus P.E. program. I understand certain hazards are associated with this activity and hereby agree to assume any and all risks surrounding my child's participation in this program. I also assume any and all risk surrounding the transportation of my child to and from these activities.

I hereby release the Austin Independent School District, its Board of Trustees, the school's employees, agents, and volunteers in both their official and individual capacities from any and all liability, claims, suits, damages or causes of action whatsoever for any property damage or personal injury sustained by my child that may arise in connection with his or her participation in this activity and his or her transportation described above.

Having read this Release and Permission to Participate form, I agree to the terms and conditions expressed herein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
**Printed Name of Parent or Legal Guardian**

\_\_\_\_\_  
**Home Phone**

\_\_\_\_\_  
**Parent or Legal Guardian's Signature**

\_\_\_\_\_  
**Work Phone**

**Student's Name:** \_\_\_\_\_

**Student's Campus:** \_\_\_\_\_

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