

# OFF CAMPUS PHYSICAL EDUCATION PROGRAM



## Student Application

### OCPE Program Overview

The purpose of the OCPE Program is to support students who are making a serious effort to develop higher-level skills in a specific activity that exceeds what the school district can offer through the general physical education program. These might include: Activities that are not usually in general PE (Category 2) and/or activities that are at a National and Olympic level (Category 1)

The OCPE Program is a partnership between Austin Independent School District and approved off-campus agencies that provide various physical activities. Visit the AISD PE website at <https://www.austinisd.org/pe-health/pe/ocpe> for a current list of AISD OCPE approved agencies.

Students are expected to be physically educated, along with being physically active. Students are expected to show accountability of skill development, health, fitness and social development (TEKS) through participation in their selected activity. TEKS based health topics, assignments, and exams have been developed by AISD and provided to approved agencies for use each week. Attendance is critical to successfully complete the OCPE program and receive PE credit. Agencies must provide an indoor location to allow students to meet the required hours per week in the event of inclement weather. If at any point during the semester a student does not meet at least 90% of the required number of hours, they will be removed from the OCPE program and not receive PE credit.

#### OCPE Category 1 (national level; rare)

- Category 1 is available to students (grades 7-12)
- Students must hold a national or olympic level ranking in their sport
- Students must attend the agency 15 hours per week
- Category 1 qualifies a student to receive an off-period from school that is equivalent to one class period in place of PE
- Students can take category 1 OCPE beyond the PE graduation requirement of 1 credit, with up to 3 additional credits counting as state elective credits
- If a Category 1 student will miss school due to a competition for OCPE, the Agency will provide written notification to the OCPE Specialist two weeks prior to the competition. The OCPE Specialist will then notify the student's campus.
- Game days and competitions do not count toward the required 15 hours per week

#### OCPE Category 2 (recreational level; most common)

- Category 2 is available to all students in grades 7-12
- Students must attend the agency 5 hours per week
- Category 2 students do not receive an off-period
- Students cannot take category 2 OCPE beyond the PE requirement for their grade level
  - 1 semester in 7th grade (.5 requirement)
  - 1 semester in 8th grade (.5 requirement)
  - 2 semesters in 9th-12th grades (1.0 credit total)
- Game days and competitions do not count toward the required 5 hours per week

# OFF CAMPUS PHYSICAL EDUCATION PROGRAM

## Student Application

### OCPE Application Procedure

1. Students must take the completed application to the agency to have the OCPE Coordinator sign the application. Agencies **MUST** be on the AISD approved agency list (found on the OCPE page of the PE website: <https://www.austinisd.org/pe-health/pe/ocpe> ).
2. Students must have the signature of their counselor on the OCPE program application. If the student is in 8th grade but will be in 9th grade during the semester with OCPE, the signature of the **9th grade** counselor is required.
3. Counselors should conference with students to discuss graduation requirements and to determine if the student needs the PE credit prior to signing.
4. Parents, students and the OCPE Agency should keep a copy of the completed application for their records.
5. The OCPE student application and liability waiver page must be received by the AISD Physical Education Department by the posted deadline. **May 15th for the fall semester, November 15th for the spring semester. Deadlines will be strictly enforced.** All applications must be submitted via email to [OCPE@austinisd.org](mailto:OCPE@austinisd.org). *Note: It is the responsibility of the student/parent to submit completed applications. Counselors or agencies **are NOT responsible** for submitting student applications.*
6. An approved OCPE student list will be sent to agencies and counselors. Counselors will then notify students and make appropriate schedule changes. OCPE will be displayed on the student's schedule and report card. **OCPE will not appear on a student's schedule until the student lists are sent to counselors.**
7. Parents and students should confirm that the student has received a numerical grade on their report card each nine weeks for OCPE. If not, please contact the student's counselor.
8. A new student OCPE Program Application must be submitted each school year.

### Student & Parent Responsibilities

1. All documentation from parents, agency, and counselors must be completed and submitted by the required deadlines. It is suggested that parents and students start this process at least 2-3 weeks prior to the deadline to meet all the documentation and scheduling requirements. **Incomplete or delinquent information will result in denial of the student application.**
2. Students may only participate with one agency at a time and credit cannot be issued for summer activities.
3. To receive PE credit, students must participate 15 hours per week for Category 1 or 5 hours per week for Category 2 at the approved agency from the first week of the semester through the end of the semester or transfer into a general PE class.
4. Students must complete a required OCPE student workbook 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 that will be scored with a numerical grade. All students must earn a numerical grade of 70 or higher to pass each OCPE course. Note: The final course grade will be determined by the average of each of the two nine weeks' numerical grades.
5. The AISD OCPE Specialist will review student workbooks and attendance at various times throughout the semester. Student workbooks should be kept at the agency at all times.

# OFF CAMPUS PHYSICAL EDUCATION PROGRAM

## Student Application

6. As in all AISD classes, Category I and II OCPE students must meet the 90% attendance rule. A student who is absent from OCPE must make up the hours and written work within a 1-week period. Any hours not made up will be reflected on the student's participation grade.
7. **The OCPE Attendance Policy:** If a student is going to be absent for an extended period of time, the OCPE agency should contact the OCPE Specialist. Alternative placement in a campus PE class may need to occur. **If the absence extends beyond 1 week, a doctor's note is required.**
8. Students must continue to attend OCPE classes if injured. Students will receive alternative assignments/lessons, if necessary. Students shall continue to meet the minimum required attendance hours per week based on their category. If injury or illness extends beyond one week, a doctor's note must be given to the Agency Coordinator specifying any physical restrictions the student may have, and when they can return to full participation. The Agency Coordinator must contact the OCPE Specialist for further assistance if injury/illness extends beyond one week.

## PE Agency Responsibilities:

1. Agency shall designate an OCPE Agency Coordinator who will be solely responsible for training all instructors to ensure that all OCPE Program requirements are being met. Every Agency must have at least 2 approved instructors. Coordinator can be listed as an instructor if appropriate.
2. Agencies shall provide a clean and safe environment in which students are "well supervised," meaning that the instructor shall be present at all times during the scheduled activity to provide guidance, instruction and to ensure safety.
3. Agency premises at which AISD students receive services must be located within AISD school boundaries. Exceptions could possibly be made for **Category 1** students **ONLY** on an as needed basis. This is up to the discretion of the HPE department.
4. Agency shall provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
5. Agency may provide virtual instruction as necessary to ensure the health and safety of AISD students.
6. Agency shall provide students an opportunity to meet the required weekly hours depending on their Category. Competition/Game participation do not count towards required hours.
7. Agency shall meet with AISD personnel during an announced or unannounced site visit. AISD will be expecting to see evidence of learned Physical Education TEKS and will be reviewing the student's OCPE workbook and attendance.
8. Agency shall ensure that all local ordinances and state and federal laws are observed in its provision of services to AISD students, including but not limited to the Family Educational Rights and Privacy Act, 20 USC §1232g, *et seq.*, 34 CFR §99.1, *et seq.*

# OFF CAMPUS PHYSICAL EDUCATION PROGRAM

## Student Application

### OCPE Agency Coordinator and Instructor Responsibilities:

1. The OCPE Agency Coordinator shall ensure that all instructors are “appropriately trained” for Category II or “exceptionally trained” for Category I, meaning that the Agency shall provide certification and/or documentation of instructor training and experience.
2. The OCPE Agency Coordinator shall ensure that all instructors teach and discuss the agreed upon Physical Education TEKS curriculum during scheduled practices and/or scheduled OCPE Program instruction time.
3. The OCPE Agency Coordinator shall ensure that all instructors are following the weekly Physical Education TEKS curriculum workbook assignment schedule and that all OCPE students are completing the appropriate assignment(s).
4. The OCPE Agency Coordinator shall ensure that all instructors provide numerical grades based on the AISD-OCPE Grading Policy, which includes student written work, student participation, test scores and any additional Agency assignments.
5. The OCPE Agency Coordinator shall notify the AISD OCPE Specialist and the school counselor if students choose to transfer into a general physical education class and/or do not meet the 90% attendance requirement.
6. The OCPE Agency Coordinator will meet all OCPE paperwork deadlines set by the OCPE Program.

# OFF CAMPUS PHYSICAL EDUCATION PROGRAM



## Student Application

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Student ID: \_\_\_\_\_ Semester: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Both (HS only)

Parent/Guardian: \_\_\_\_\_

Parent Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Campus: \_\_\_\_\_ Grade Level : \_\_\_\_\_ (when OCPE will be taken)

Counselor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Campus Data Processor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Check One: \_\_\_\_\_ HS Category 1 \_\_\_\_\_ HS Category 2 \_\_\_\_\_ MS Category 1 \_\_\_\_\_ MS Category 2

Agency Name: \_\_\_\_\_ Agency Phone #: \_\_\_\_\_

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

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

*By signing this OCPE program application, the student, the parent/guardian, and the OCPE Agency Coordinator, understand and acknowledge that this program will substitute for a P.E. course and a numeric grade will be issued. Failure to complete any of the program requirements **may result in the student receiving a failing grade.***

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

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

Principal/Counselor Signature: \_\_\_\_\_ Date \_\_\_\_\_

OCPE Agency Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Completed applications and liability waivers must be submitted to the Physical Education Office on or before **May 15** if applying for fall semester and **November 15** if applying for spring semester. It is the responsibility of the student/parent to submit this application, not campus or agency personnel. All applications must be submitted via email to [OCPE@austinisd.org](mailto:OCPE@austinisd.org).**

# OFF CAMPUS PHYSICAL EDUCATION PROGRAM

## Student Application



### RELEASE OF LIABILITY AND PERMISSION TO PARTICIPATE

I hereby give permission for my child to participate in the Off-Campus Physical Education 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 of Liability and Permission to Participate form, I agree to the terms and conditions expressed herein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

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

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

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

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

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

***Completed applications and liability waivers must be submitted to the Physical Education Office on or before **May 15** if applying for fall semester and **November 15** if applying for spring semester. It is the responsibility of the student/parent to submit this application, not campus or agency personnel. All applications must be submitted via email to [OCPE@austinisd.org](mailto:OCPE@austinisd.org).***

**LATE APPLICATIONS WILL NOT BE ACCEPTED**