

AISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM

Overview and Student Application

Description of the Off-Campus Physical Education (OCPE) Program

The purpose of the OCPE Program is to accommodate students wishing to participate in or develop higher level skills in an activity that is not offered through the general physical education program. The OCPE program allows students in 7th through 12th 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. In addition to the physical activity offered at each agency, students will be taught TEKS-based curriculum and have assignments and tests on the material. Students will receive a numerical grade at the end of each six weeks' grading period and a final numerical grade for the semester.

The OCPE Program is a partnership between Austin Independent School District and approved off-campus agencies to provide activities such as dance, fencing, gymnastics, yoga, martial arts, rock climbing, rowing, swimming, and archery, among others. Visit the Austin ISD OCPE website (<https://www.austinisd.org/pe-health/pe/off-campus-pe>) for a current list of AISD OCPE Approved Agencies. OCPE (category II) is offered to 7th and 8th grade students in either the fall or spring semester. OCPE (category I or II) is offered to high school students. Category I and II descriptions are listed below. The Physical Education Department supervises the OCPE program standards to ensure that each student receives a quality, off-campus physical education experience.

Middle School Students

Students in 7th or 8th 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

High school students may participate in either **Category I or Category II**. High school students approved for Category II may earn 0.5 credits per semester for a total of 1.0 credit (2 semesters) toward their high school physical education graduation requirement. High school students approved for Category I may earn up to a total of 4.0 credits (8 semesters). This total includes their high school physical education graduation requirement (1.0 credit) and up to 3.0 credits to be counted as state elective credits. Students may not be enrolled in OCPE and any other general Physical Education class or Physical Education substitution (Athletics, Dance, etc) during the same semester.

OCPE Categories

- **Category I (HS Only):** Participation in category I OCPE includes a minimum of **15 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. This included 30 minutes per week of curriculum instruction at the agency.

The student must also hold a current national/Olympic level ranking in their activity. 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 class period per day and may not miss any class other than Physical Education.

In the event a Category I OCPE student is absent from school due to state, regional and/or national competition, the District shall make no distinction between absences for UIL activities and absences for Category I OCPE activities. The agency coordinator must notify PE Office of absence at least 14 days in advance so we may notify student's campus. Category I students are allowed a maximum of 5 excused absences per year for competitions.

- **Category II (MS and HS):** Participation in category II OCPE 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. This included 30 minutes per week of curriculum instruction at the agency. 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

- ❖ Students will be scheduled for physical education classes based on their physical education requirement needs until OCPE application has been approved.
- ❖ Students may obtain the OCPE program application from the AISD website at <https://www.austinisd.org/pe-health/pe/off-campus-pe>.
- ❖ Students must take the application to the agency to have the Agency OCPE Coordinator sign the application. **Agencies MUST be on AISD's Approved Agency List** (found on our website: <https://www.austinisd.org/pe-health/pe/off-campus-pe>).
- ❖ Students must provide their student identification number, counselor name and contact information, campus data processor name and contact information.
- ❖ The OCPE agency coordinator must sign the student application.
- ❖ Students must then obtain their school counselor or principal's signature on the application.
- ❖ Counselors should conference with students to discuss graduation requirements and to determine if the student needs the OCPE credit.
- ❖ The OCPE student application must be received by the AISD Physical Education Department via email to cicely.bega@austinisd.org, or fax to 512-414-0035 before the deadline. *Note: It is the responsibility of the student/parent to submit completed applications. Counselors or agencies **should not** submit student applications.*
- ❖ Parent/student and OCPE agency should keep a copy of this application for their records.
- ❖ After applications are reviewed by the PE Department, confirmation emails will be sent to counselors. Counselors will then notify students and make appropriate schedule changes. OCPE will then be displayed on the student's schedule and report card.
- ❖ Parents and students should confirm that OCPE appears on student's schedule within the first few weeks of the semester and that student has received a numerical grade on their report card each six-weeks.
- ❖ A new OCPE Program Application must be submitted each school year.
- ❖ Contact the AISD Physical Education Department at 512-414-4903 with any questions.

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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. It is suggested that parents and students start this process at least 2-3 weeks before the deadline to meet all the documentation requirements and obtain signatures. **Incomplete or delinquent information will result in denial of the student application.**
2. Students may only participate with one agency at a time. Credit cannot be issued for summer activities.
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, with the approval of the PE Supervisor. For the OCPE Program, 1-1½ hours of participation is equivalent to one day of attendance or absence.
4. Students must complete a required OCPE student workbook to show accountability for learned Physical Education Texas Essential Knowledge and Skills (TEKS). These weekly health topics will be taught, 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. By signing the OCPE program application, the student, parent, and OCPE agency coordinator understand and acknowledge that this program will substitute for a PE course, a numeric grade will be issued, 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.
5. Students may be asked to show or turn in their workbook to various AISD employees at any time. Student workbooks should be kept at the agency at all times.
6. As in all classes, Category I and II OCPE students must meet the 90% attendance rule.

The OCPE Attendance Policy:

Excused Absences: An excused absence occurs when a student is absent from class due to a UIL school function or illness verified by a doctor or parent note. Note: A Category I OCPE student may be granted excused absence(s) for a state and/or national level competition. A maximum of five days per school year may be missed with required documentation. *See page 1 for more information.*

Unexcused Absences: An unexcused absence occurs when a student is ill without a doctor or parent note, attending a non-UIL school function/outside school activity without a parent note or choosing not to attend a scheduled OCPE class.

7. Students must continue to attend agency classes if injured. They will receive alternative physical activities when necessary, but still must meet the minimum required hours per week based on their category. If injury extends beyond 1 week, a doctor's note must be given to the OCPE agency coordinator specifying what the student can and cannot do and when they can return to full participation. The agency coordinator must contact the OCPE Specialist for further assistance if injury/illness extends beyond 1 week.
8. Parents/students should ensure OCPE is placed on the student's schedule by your campus during first six weeks of school. Grades submitted by the agency should appear on each report card. If they do not, please contact the student's counselor immediately.

OCPE 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. Agency shall provide a clean and safe environment in which students are “well supervised,” meaning an approved 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 30 miles of AISD school boundaries.
4. Agency shall provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
5. Agency shall provide students an opportunity to meet the required weekly hours depending on their Category. Competition/Game participation will not count towards Category II required hours.
6. Agency shall meet with AISD personnel during an announced or unannounced site visit. AISD is 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 workbook.
7. 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.*

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 provide the required documentation (student grade and attendance form) to student’s school data processor, counselors, and AISD OCPE Specialist **on or before the identified date provided by the Health and Physical Education Supervisor**. AISD will provide a copy of the school year calendar and the grading report due dates prior to the start of the school year. The calendar may also be accessed at www.austinisd.org.
6. The OCPE agency coordinator shall notify the AISD Health and Physical Education Supervisor and the school counselor if a student chooses to transfer into a general physical education class and/or does not meet the 90%

attendance requirement. For the OCPE Program, 1-1½ hours of participation is equivalent to one day of attendance or absence. TEA states the attendance requirement must be met weekly.

7. In the event a Category I OCPE student is absent from school due to state and/or national level competition, the District shall make no distinction between absences for UIL activities and absences for Category I OCPE activities.
8. A Cat I OCPE student may be granted excused absence(s) for a state and/or national level competition. A maximum of five days per school year may be missed. The Agency must provide written notification two weeks prior to the competition and must be sent to the Health and Physical Education Supervisor explaining date(s), place and time of the state and/or national level competition. The Health and Physical Education Supervisor will then notify the student's campus.
9. The OCPE Agency Coordinator must provide AISD with current instructor(s) contact information, teaching credentials, CPR certification, Texas and National Background Checks at least two weeks prior to the start of the school semester.
10. The OCPE Agency shall keep all OCPE curriculum safe and secure. Curriculum shall not be shared and all documents should be accessible to instructors only.
11. The OCPE Agency Coordinator shall **NOT** sign OCPE Program applications after the deadline dates have passed. Late or incomplete applications will not be considered.
12. The OCPE Agency Coordinator will meet all OCPE paperwork deadlines set by the OCPE Specialist and the Physical Education Supervisor.



OFF-CAMPUS PHYSICAL EDUCATION STUDENT INFORMATION AND APPLICATION FORM

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

Student Name: _____ School Year: _____

Student ID #: _____ Semester: _____ Fall _____ Spring or _____ Both (HS only)

Parent/Guardian: _____

Parent Home Phone: _____ Work/Cell Phone: _____

Email: _____

Campus: _____ Grade Level: _____

High School: _____ Category I or _____ Category II Middle School: _____ Category II only

Counselor Name: _____ Email: _____

Data Processor/Guidance Sec. Name: _____ Email: _____

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.***

Please email your application to cicely.bega@austinisd.org or fax to 512-414-0035

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Principal/Counselor Signature: _____ Date _____

Agency OCPE Coordinator Signature: _____ Date _____

*Completed applications and liability waivers must be submitted to the Physical Education Office on or before the semester deadline. **Fall applications are due May 15th, Spring applications are due November 15th.** It is the responsibility of the student/parent to submit this application, not campus or agency personnel.*

There will be no exceptions made for incomplete applications received after the deadline.



OFF-CAMPUS PHYSICAL EDUCATION RELEASE OF LIABILITY & PERMISSION TO PARTICIPATE

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

I hereby give permission for my child to participate in the Austin ISD 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_____.

Parent/Legal Guardian Name

Home Phone

Parent/Legal Guardian Signature

Work/Cell Phone

Student's Name: _____

Campus: _____

*Completed applications and liability waivers must be submitted to the Physical Education Office on or before the semester deadline. **Fall applications are due May 15th, Spring applications are due November 15th.** It is the responsibility of the student/parent to submit this application, not campus or agency personnel.*

There will be no exceptions made for incomplete applications received after the deadline.