

Overview and Student Application

OCPE Program Overview

The purpose of OCPE 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. 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.

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 show skill development, learned physical activity and health concepts, as well as social development through participation in their selected activity. TEKS based health topics, assignments, and exams have been developed by AISD and provided to approved agencies for administration 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 per week, they will be removed from the OCPE program and not receive PE credit.

OCPE Category 1 (national level; rare)

- Category 1 is available to high school students only (grades 9-12)
- 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 high 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
- Category 1 students may be excused up to 5 days per school year to attend state and/or national competition. The agency coordinator must notify the PE department office at least 14 days in advance of the absence to qualify. This allows time for the PE department to 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

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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 obtain 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 needed.
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 must be received by the deadline. **Deadlines will be strictly enforced.** We prefer submissions via email to OCPE@austinisd.org. *Note: It is the responsibility of the student/parent to submit completed applications. Counselors or agencies **should not** submit student applications.*
6. After the deadline has passed a 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 student lists are sent to counselors.**
7. Students may be scheduled for physical education classes on campus until OCPE has been added to the schedule. Students should attend as scheduled and begin attending OCPE the first week of the semester.
8. Parents and students should confirm that the student has received a numerical grade on their report card each six weeks for OCPE. If not, please contact the student's counselor.
9. A new 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. 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, with the approval of the PE Supervisor to receive 0.5 credits for physical education
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

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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 three six weeks' numerical grades.

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. For the OCPE Program, 1-1½ hours of participation is equivalent to one day of attendance or absence.

The OCPE Attendance Policy:

Excused Absences: 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: 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 activities and lessons, 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.

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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

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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 students choose to transfer into a general physical education class and/or do not meet the 90% attendance requirement. For the OCPE Program, 1-1½ hours of participation is equivalent to one day of attendance or absence.
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 PROGRAM



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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 or _____ HS Category 2 or _____ MS Category 2
(Category 1 is offered in HS ONLY)

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.*

There will be no exceptions made for late or incomplete applications.

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 the first day of classes for the fall or spring semester. It is the responsibility of the student/parent to submit this application, not campus or agency personnel.

There will be no exceptions made for late or incomplete applications.