

KISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM

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 grades 9 through 12 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, learn physical activity, health concepts, and social development through participation in their selected physical activity. In addition, students will be expected to complete 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 Krum Independent School District and approved off-campus agencies that provide activities such as: Dance, Gymnastics, Martial Arts, Soccer, and Swimming. 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 numerical grade for each six weeks period and a final numerical grade for the semester. The district will be responsible for supervising the OCPE Program standards to ensure that each student receives a quality, off-campus physical education experience.

High school students may participate in either of the two categories as outlined/described below. High school students approved for OCPE may earn enough credit to satisfy the state required PE credit for graduation.

In order for a waiver to be granted, KISD 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 Level):** Participation and/or competition include 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 and may not miss any class other than physical education. In the event a Category I OCPE student is absent from school (a maximum of five school days per school year) due to state and national competition, the District shall make no distinction between absences for UIL activities and absences for Category I OCPE activities.
- **Category II:** 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.

KISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM

APPLICATION PROCEDURE

1. Students will 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 KISD website at www.krumisd.net.
3. Students must 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 KISD's Approved Agency List (accessible at www.krumisd.net).
4. Students must provide the OCPE Agency Coordinator with their student identification number, counselor name and contact information, including phone number, fax number and email address.
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. The student need to be aware that they will stay enrolled in the appropriate PE class, if necessary, until the KISD Physical Education Coordinator either approves or denies the student's application.
7. Parents, students and OCPE Agency will keep a copy of this application for their records.
8. The OCPE Program Application must be **received at the KISD High School Counselors Office by e-mail, mail, fax or hand delivery on or before May 1st. Deadlines will be strictly enforced.** (Note: This is the responsibility of the student/parent.)
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 District.**
10. Parents and students should confirm that OCPE appears on students' schedules at the beginning of each semester and that students have received a numerical grade on their report cards.
11. A **new** OCPE Program Application must be submitted each school year.

KISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM RESPONSIBILITIES

Student/Parent Responsibilities:

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required **deadline, which is May 1st**. It is suggested that parents and students start this process at least 2-3 weeks before the May 1st deadline to meet all the documentation and scheduling requirements. **Incomplete 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 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 or three six week's numerical grades. By signing the OCPE Program Application, the student, the parent, and the OCPE Agency Coordinator, understand and acknowledge that this program will substitute for a P.E. course required for graduation, a numeric grade will be issued and factored in computing the student's grade point average (GPA), 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 KISD employees at any time. Students should keep their workbooks in their possession at all times.
6. As in all classes, students must meet the 90% attendance rule.
7. The OCPE Absence Policy includes:
 - Excused Absences: A student is absent from class due to a UIL school function or illness verified by a doctor's 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.
 - Unexcused Absences: A student is ill without a doctor's note, attending a non-UIL school function/outside school activity without a parent note or choosing not to attend a scheduled OCPE class.
8. Students must continue to attend agency classes and participate in alternative learning activities if he/she is injured. A doctor's note must be given to the instructor with specific details describing what the student can and cannot do and when full participation is permitted. If the student's injury/illness will exceed (or is anticipated to exceed) one week (long-term injury/illness), then the agency instructor will contact the District for further assistance.

Agency Responsibilities:

1. By March 1st, prior to the upcoming school year, the Agency owner/manager must contact the Krum ISD Physical Education Coordinator at 940-482-6000 to schedule an interview and to submit all required paperwork in order to be placed on KISD's Approved Agency List (accessible at www.krumisd.net).
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. KISD will host Agency approval interview and informational meeting(s) during the month of March for the upcoming school year. The Agency owner/manager and OCPE Agency Coordinator will be interviewed and asked to provide the documentation listed on the OCPE Agency Agreement Contract before being approved. NOTE: Some agencies may be placed on a waiting list based on the availability of KISD personnel to supervise this program. 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, instruction and to ensure safety.
4. The Agency premises at which KISD students receive services must be located within 30 miles of KISD school boundaries.
5. Agencies must provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
6. Competition/Game participation will not count towards Category II required hours.
7. 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 provide KISD with current instructor(s) contact information, certifications, CPR certification, Texas and National Background Checks at least two weeks prior to the start of the school semester.
2. 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.
3. The OCPE Agency Coordinator must ensure that all instructors teach and discuss the KISD Physical Education TEKS curriculum during scheduled practices and/or scheduled OCPE Program instruction time.
4. The OCPE Agency Coordinator must ensure that all instructors are following the weekly KISD TEKS curriculum workbook assignment schedule and that all OCPE students are completing the appropriate assignment(s).
5. The OCPE Agency Coordinator must ensure that all instructors provide numerical grades for each written assignment in students' workbooks and that all assignments are complete.
6. The OCPE Agency Coordinator shall ensure that all instructors provide the required documentation (students' hours of participation and six weeks numerical grade) to students' school data processor/counselors **on or before the identified date provided by the District**. KISD will provide a copy of the school year calendar and specific grade reporting period dates prior to the start of the school year. The calendar with each six week's grading deadline may also be accessed at www.krumisd.net. The OCPE Agency Coordinator shall provide evidence of student attendance upon request.

The grade submitted will consist of:

- 33% Attendance
- 33% Participation/Skill
- 33% Workbook/Written assignment grades.

These grades will be averaged for a total score to be submitted to the Krum High School's Registrar.

The OCPE Agency Coordinator must notify the KISD high 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. In the event a Category I OCPE student is absent from school due to state level competition, the District shall make no distinction between absences for UIL activities and absences for Category I OCPE activities.
8. A Category I OCPE student may be granted excused absence(s) for a state 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 Principal explaining date(s), place and time of the state level competition.

KISD OCPE personnel will make announced and unannounced site visits during which observations and review of the following is expected:

- Instruction of PE TEKS
- Documentation of grades
- Attendance records
- Skill development
- Mastery of health concepts and social development
- Progress in the OCPE workbook

KISD will look 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. **The District 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 District will dismiss the Agency from the OCPE Program.**

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

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

For Office Use Only:

Date Rec'd: ___/___/___

Initials: _____

Amount \$ _____ Ck# _____

Please Print: Student Name: _____ School Year: _____

Student ID#: _____ Male: _____ Female: _____

Parent(s) or Guardian(s): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Grade Level: _____ Please Choose: Category I _____ **OR** Category II _____

Counselor Name: _____ Phone: _____ Fax: _____

Counselor Email: _____

This information must be provided to the OCPE Agency.

Agency Name: _____ Agency Phone: _____

Agency Coordinator Name: _____ Phone: _____

Agency Coordinator Email: _____

This information must be provided to the student's counselor and school's OCPE data processor.

*By signing this OCPE Program Application, the student, the parent, and the OCPE Agency Coordinator understand and acknowledge that this program will substitute for a P.E. course required for graduation, that a numeric grade will be issued and factored in computing the student's grade point average (GPA), 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 (Counselor)

Date

OCPE Agency Coordinator Signature **ONLY**

Date

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

Agency site name where the student will be participating: _____

Address where student will be participating (include alternative address if appropriate): _____

OCPE Agency Coordinator's Name: _____

Student's Instructor (if different than OCPE Agency Coordinator): _____

Student's Name: _____ Grade: _____

Student's School: _____ Fall Semester: _____ Spring Semester: _____

Category I: _____ 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 participation/competition
- ❖ A publication which verifies this student's Olympic athletic status or rank
- ❖ A copy of this student's Olympic 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
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours of Participation		

Signature of OCPE Agency Coordinator

Date

Completed packets must be turned into the Krum ISD Physical Education Coordinator on or before May 1st. There will be no EXCEPTIONS for late or incomplete applications.

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 also understand and agree to pay a non-refundable administrative fee of \$200 to participate in the OCPE Program.

I hereby release the Krum 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 _____, 20 _____

Printed Name of Parent or Legal Guardian

Home Phone

Parent or Legal Guardian's Signature

Work Phone

Student's Name: _____

Student's Campus: _____

Completed packets must be turned into the Physical Education Coordinator on or before May 1st. There will be no exceptions for late or incomplete applications.