

Hurst-Eules-Bedford Independent School District
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM
2023-2024 GENERAL INFORMATION

Purpose: The purpose of the Off-Campus Physical Education (OCPE) Program offered by the Hurst-Eules-Bedford Independent School District (HEB ISD) is to accommodate students who are making a serious effort to develop high-level capabilities and to allow them to be involved in an off-campus program that provides training that is not offered comprehensively through the district's Physical Education or Athletic Department.

Description: The OCPE Program allows students in Grades 7 – 12 to earn credits that meet the district and state physical education requirements. Students will be expected to demonstrate skill development, an understanding of health concepts, and social development based on the Texas Essential Knowledge and Skills (TEKS) for Physical Education through participation in their selected physical activity. The program is a partnership between HEB ISD, the student, and an approved off-campus agency/facility selected by the student.

Eligible Activities: Only those students involved in the activities of **DANCE, EQUESTRIAN, FENCING, FIGURE SKATING, GOLF (G7 and G8 only), ICE HOCKEY, CERTAIN MARTIAL ARTS, SWIMMING (G7 and G8 only), and WATER POLO** will be considered for the OCPE Program. **Please note:** If a program is brought to the Director of Athletics to be considered that is not on the approved list, it will be done on a case by case basis for approval, and determined for credit within 14 days of proposal.

Available Programs: In order for a waiver to be granted, HEB ISD will follow the guidelines set by the law as stated in Texas Administrator Code, 19 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. Students applying for OCPE will be considered under the following two categories of off-campus physical education:

- **CATEGORY I (Grades 7-12):**
 - These programs are designed for the Olympic/National level athletes involved in a **minimum of 15 hours per week** of highly intensive, professionally-supervised training. The 15 hours must be practice hours, and may not include competition times and/or meetings, and are calculated for the school week, Monday through Friday. The training facility, instructors, and the activities involved must be of exceptional quality, as determined by the HEB ISD OCPE Liaison.
 - Students qualifying at this level **may be dismissed** from school **ONE PERIOD PER DAY** (either the first or the last period of the day) for such participation.
 - Transportation must be provided/arranged by the parent(s). Students must arrive and/or depart school in a manner that does not affect the remainder of his/her classes. Students may **NOT** stay on campus during the one period they are dismissed from school.
 - G7-G8 students may earn their junior high physical education requirement.
 - G9-G12 students may earn one-half (1/2) credit per semester or trimester, for a maximum of one credit towards their high school graduation physical education requirement.
- **CATEGORY II (Grades 7-12):**
 - These programs are designed for athletes involved in a **minimum of 5 hours per week** of high quality, well-supervised training by appropriately trained instructors. The 5 hours must be practice hours, and may not include competition times and/or meetings, and are calculated for the school week, Monday through Friday. The private or commercially-sponsored agency must provide physical activities that are of high quality, well-supervised, and with appropriately trained instructors, as determined by the HEB ISD OCPE Liaison.
 - Students qualifying at this level **MAY NOT be dismissed** from any part of the regular school day.
 - G7-G8 students may earn their junior high physical education requirement.
 - G9-G12 students may earn one-half (1/2) credit per semester or trimester, for a maximum of one credit towards their high school graduation physical education requirement.

OCPE Tuition Fees: HEB ISD will charge a tuition fee for a student to be enrolled in the OCPE Program. The **NON-REFUNDABLE** fee will be used to offset the administrative cost of the program; for personnel to visit the programs to assure that the required TEA guidelines are being met; and for staff time required in processing grades, attendance, and reports. Make checks payable to *HEB ISD*, and submit with application.

- **Junior High** students will pay **\$100.00** per semester or **\$150.00** per year.
- **High School** students will pay **\$100.00** per trimester or **\$150.00** per year.

Attendance: The student must participate in the OCPE Program the entire semester/trimester/year for which they apply. Attendance in the OCPE Program must comply with state compulsory attendance laws and the attendance for credit statute which requires a student to be present 90% of the days a class is offered in order to gain credit.

- A student may NOT keep their own attendance.
- Extended absence for injury or illness will be excused only with a physician's letter. The letter must be given to the instructor with specific details describing what the student can and cannot do and when full participation is permitted. The student must continue to go to their Agency and do alternative activities even if he/she is injured. Written assignments will be required as make-up for the time missed.
- If the time requirements of the week cannot be fulfilled because of inclement weather, injury, etc. the hours must be rescheduled and/or additional assignments must be completed at the discretion of the HEB ISD OCPE Liaison.

Grades: Students will receive a numerical grade, with 100 being the highest grade. A failing grade may be placed on a student's report card if the Agency fails to submit the student's grade/attendance by the appropriate deadlines.

FITNESSGRAM: The student must participate in the state-mandated FITNESSGRAM assessments at designated times as set by the HEB ISD Coordinator of Physical Education and Health and OCPE Liaison.

Removal from the OCPE Program: A student may be removed from the OCPE Program at the discretion of the school district if it is determined the student is not complying with the guidelines. No partial credit will be awarded. A student may be removed from the program for the following reasons:

- no longer meets the criteria specified for the category chosen
- the student's attendance becomes irregular
- the student has a pattern of late arrivals and/or early or late departures from school
- the student or OCPE Agency does not provide the required documentation by the district deadlines

General Guidelines: The following guidelines include a list of basic requirements/responsibilities that have been established by HEB ISD and the Texas Education Agency (TEA):

1. The student must submit an application to the District's Coordinator of Physical Education and pay the prescribed fee before the off-campus activity can be approved as the replacement of a class period and/or a credit substitution. Students **will not** be enrolled in the OCPE Program until the proper fee has been received, the annual application is completed, and the Agency has submitted all of the necessary documentation.
2. A new application must be submitted **EACH** school year. Applications can be found on the Physical Education and Health website at <https://www.hebisd.edu/Page/1355>.
3. Only students in Grades 7 – 12 will be eligible for consideration for the OCPE Program. No students in elementary school will be considered for the off-campus program.
4. Students in Grade 7 or Grade 8 may participate during one or two semesters.
5. Students in Grades 9 – 12 may earn one-half (1/2) credit per semester or trimester, with a maximum of one credit towards their high school graduation physical education requirement.
6. Per University Interscholastic League (UIL) rules, a student may not be enrolled in OCPE and any other general Physical Education class or athletics at the same time.
7. A student may only participate with one agency/instructor at a time. Summer activities will not be counted.
8. Agency premises at which HEB ISD students receive services must be located within twenty (20) miles of the HEB ISD Administration Building, located at 1849A Central Drive, Bedford, Texas.
9. Category I students (15 hrs. per week) must not be on campus at the time they are released for the OCPE physical activity substitution.
10. 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.
11. HEB ISD, its employees, agents, and its Board of Trustees shall be excluded from liability and/or medical expenses that may develop from the student's participation in an OCPE program, including travel to and from the program. HEB ISD has no control over the daily activities of the program, quality of the program, or qualification of the instructors.

Hurst-Euless-Bedford Independent School District
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM
2023-2024 PROCEDURES

Procedures:

1. The student will be scheduled for Physical Education classes based on their physical education requirement needs until the OCPE Program approval has been granted.
2. The student may obtain the **OCPE Program Information Packet and Application** in the counselor's office or on the HEB ISD Physical Education and Health Department website at <http://schoolctr.hebisd.edu/education/dept/>.
3. The student and parent(s) must read all information in the packet and fill out the appropriate portion of the Application.
4. The student must obtain their **school counselor's signature** on the OCPE Program Application.
5. **The counselor will conference with the student** to discuss graduation requirements and scheduling needs, and will communicate that the student will stay enrolled in the appropriate P.E. class, if necessary, until the HEB ISD Coordinator of Physical Education and Health either approves or denies the student's application.
6. The student must take the Application to the Agency to have the OCPE Agency Coordinator and Instructor fill out and sign the appropriate portions of the Application. Agencies and OCPE Agency Coordinators **MUST** be on HEB ISD's Approved Agency List. If not, the Agency must submit the OCPE Program Cooperative Agreement for approval.
7. The student, parent, and OCPE Agency should **keep a copy** of the Application for their records.
8. The completed Application and payment must be received at the HEB ISD Physical Education and Health Department by mail, fax, or hand delivery **at least two weeks prior to the beginning of the semester/trimester for which the student is applying**. This is the responsibility of the student/parent. Make checks payable to *HEB ISD Off-Campus Physical Education*, and submit with application.
 - a. **Fall Semester 2023** and **First Trimester 2023** start August 10, 2023.
 - i. Deadline for receipt of application and payment is **Tuesday, August 1, 2023**.
 - b. **Second Trimester 2023** starts November 2, 2023.
 - i. Deadline for receipt of application and payment is **Thursday, October 19, 2023**.
 - c. **Spring Semester 2024** starts January 9, 2023.
 - i. Deadline for receipt of application and payment is **Tuesday, December 12, 2023**.
 - d. **Third Trimester 2024** starts February 20, 2024.
 - i. Deadline for receipt of application and payment is **Tuesday, February 6, 2024**.
9. Applications will be carefully reviewed by the HEB ISD Coordinator of Physical Education and OCPE Liaison, followed by a **confirmation email to the parent/student and student's counselor**.
10. If approved, the **counselor will make appropriate schedule changes**, and OCPE will be displayed on the student's schedule and report card.
11. Parents and students should confirm that OCPE appears on the student's schedule at the beginning of each semester/trimester and that the student is receiving a grade for each six weeks.

12. The HEB ISD OCPE Liaison will contact the parent/student and OCPE Agency prior to the beginning of the semester/trimester to review guidelines, procedures, required documentation, and FITNESSGRAM testing.
13. Any changes in schedule must be reported immediately to the HEB ISD OCPE Liaison.
14. The HEB ISD OCPE Liaison will make announced and unannounced visits to the Agency during each semester/trimester.
15. The HEB ISD OCPE Liaison will monitor the agency during the semester/trimester to stay in compliance with TEA regulations.
16. The OCPE Agency Instructor, who is responsible for the attendance recordkeeping and grade reporting, will mail or fax the **Attendance/Grade Record sheet** to the HEB ISD OCPE Liaison five (5) days prior to the last day of each 6-week reporting period. **Parents and students are NOT allowed to deliver this information.**

DUE DATES:

1st 6-weeks –	09/11/23
2nd 6-weeks –	10/23/23
3rd 6-weeks –	12/13/23
4th 6-weeks –	02/06/24
5th 6-weeks –	03/27/24
6th 6-weeks –	05/16/24

17. The HEB ISD OCPE Liaison will submit the **Attendance/Grade Record sheet** to the counselor for processing on campus.
18. The student will turn in their **calendar and journal** to their counselor five (5) days prior to the last day of the 6-week reporting period. The counselor will send the attendance/grade record to the Coordinator of Educational Support Services through inter-school mail.

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19. A new OCPE Program Application must be submitted each school year.

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