

# Hurst-Eules-Bedford Independent School District

## OFF-CAMPUS PHYSICAL EDUCATION PROGRAM

### COOPERATIVE AGREEMENT

**THIS AGREEMENT**, effective the day of \_\_\_\_\_, 20\_\_, (“Effective Date”) is made by and between Hurst-Eules-Bedford Independent School District (HEB-ISD), located at 1849 Central Drive, Bedford, Texas, and \_\_\_\_\_, (“Agency”), to specify the terms and conditions for the provision of Off-Campus Physical Education (OCPE) services to HEB ISD students by Agency.

#### **A. Agency Responsibilities:**

1. Agency’s owner/manager shall set up an interview with HEB ISD’s OCPE Liaison.
2. 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.
3. Agency and/or the OCPE Agency Coordinator will be interviewed and asked to provide documentation as required herein.
4. Agency 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 and instruction, and to ensure safety. HEB ISD may request a copy of your liability insurance as needed.
5. Agency premises at which HEB ISD students receive services must be located within 20 miles of HEB ISD’s administration building.
6. Agency shall provide students an opportunity to meet the required hours. Participation at competitions, performances, and/or games may not count towards the required hours.
7. The HEB ISD OCPE Liaison may make unannounced site visits.
8. Agency shall ensure that all local ordinances and state and federal laws are observed in its provision of services to HEB ISD students, including but not limited to the Family Educational Rights and **Privacy Act, 20 USC §1232g, et seq., 34 CFR §99.1, et seq.**

#### **B. OCPE Agency Coordinator and Instructor Responsibilities**

1. The OCPE Agency Coordinator shall ensure that all instructors are “exceptionally trained”, 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 include the agreed upon Physical Education TEKS during their scheduled practices.

3. The Fitnessgram tests will be administered to the students participating in the HEB ISD OCPE Program. The Fitnessgram test results will be submitted by the student's home campus.
4. The OCPE Agency Coordinator shall ensure that all instructors provide the required documentation (students' hours of participation, attendance, and six weeks grade) to the student's school counselor **on or before the identified dates provided by the HEB ISD OCPE Coordinator**. HEB ISD will provide a copy of the school year calendar and the grading report period dates prior to the start of the school year. The calendar and grading deadlines may also be accessed on the HEB ISD website at [www.hebisd.edu](http://www.hebisd.edu). The OCPE Agency Coordinator shall provide evidence of student attendance upon request.
5. The OCPE Agency Coordinator shall notify the HEB ISD Physical Education Coordinator at [mikefielder@hebisd.edu](mailto:mikefielder@hebisd.edu) and the OCPE Liaison 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 day of participation is equivalent to one day of attendance or absence.
6. The OCPE Agency Coordinator shall provide HEB ISD with current instructor contact and certification information as needed. **C. Required Documentation.**

**1. Facility Requirements.**

- A. A copy of Agency's license that clearly substantiates Agency as a training facility of "exceptional quality" (this may include: state, or national licensing or acknowledgment of being a training facility capable of training national athletes and/or Olympic level participants).
- B. HEB ISD may request a copy of the Agency's liability insurance as needed.
- C. Address of Agency premises where students will be participating.

**2. Instructor's Certification.**

- A. A copy of the criteria of how the instructor(s) are certified as "exceptionally" trained.
- B. A copy of the certification for each instructor who will be working with HEB-ISD students, to be kept on file by HEB ISD as required documentation for TEA.

**3. Instructional Practices.**

- A. The Texas Essential Knowledge and Skills (TEKS) can be found online at <https://tea.texas.gov/academics/curriculum-standards/teks-review/texas-essential-knowledge-and-skills>
- B. The TEKS should be followed and adhered to in OCPE for student to receive the physical education credit.
- C. Students must complete an OCPE journal/calendar to show accountability for practice and training times.

**Agency Information:**

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

Agency Address \_\_\_\_\_

Effective Date \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

OCPE Agency Coordinator \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_

Authorized representatives of each party sign below

**Agency**

\_\_\_\_\_  
Agency Owner/Manager/Coordinator

Date: \_\_\_\_\_

**Hurst-Eules-Bedford Independent School District**

\_\_\_\_\_  
Coordinator of Physical Education; OCPE

Date: \_\_\_\_\_