

OFF-CAMPUS PHYSICAL EDUCATION GUIDELINES EHAD (REGULATION)

DESCRIPTION OF THE PROGRAM

The Off-Campus Physical Education program is a cooperative arrangement between the Midland Independent School District, the student, and an approved off-campus agency. These guidelines include a list of basic requirements/responsibilities that have been established by the Midland Independent School District and the Texas Education Agency. These requirements must be met and maintained to be eligible for participation in the program. The student receives a half unit of physical education credit per semester with the stipulation that he/she may not earn more than one and one-half total units of credit in physical education toward state graduation requirements. **Credits earned after the first one and one-half units of physical education will count for local credit only toward High School graduation.**

Activities available through the Off-Campus Program are limited to varsity athletic activities approved by the Texas Education Agency that do not have Junior High School component programs offered comprehensively through the physical education or athletic departments. A letter of a description of the program may be mailed to the parents.

STUDENT RESPONSIBILITIES

1. The student must participate in his/her activity, under professional supervision, a minimum of five hours each week at one approved agency. The required five hours each week must be spread over at least four days and include at least ninety minutes of instruction by one approved instructor. At least four of the required hours each week must be completed Monday through Friday plus an additional day that may fall on either the weekend or during the week. A maximum of one of the five required hours each week may be accounted for in competitive meets.
2. The student may not have more than 10% of the time (which equals 324 minutes per semester) of unexcused absences. (Excessive homework is not an excused absence from the required activity.)
3. An application form must be filled in completely by the student, parent, agency instructor, and school personnel and turned in to the school counselor before the end of the first week of the semester for which credit will be given.
4. The students' schedule must be kept up to date and any change must be reported to the school counselor. This includes any change in instructor or agency.
5. The student may:
 - a. not transfer from a physical education class or athletics into Off-Campus Physical Education after the first week of a semester

- b. not receive credit for more than one of the following in a given semester: athletics, physical education, off-campus physical education.
 - c. participate in on-campus and off-campus programs during the same semester as long as he/she only received credit for one.
- 6. If the required five hours per week cannot be fulfilled because of inclement weather, injury, etc., the hours must be rescheduled and/or additional assignments completed at the discretion of the principal.
- 7. The student must participate in the program a minimum of seventeen weeks. Extended absences for injury or illness (not to exceed nine weeks) will be excused only with a physician's letter. Written assignments may be required as make-up for the time missed.
- 8. Any student abusing the program by irregular attendance will be withdrawn from the course.
- 9. Students certified to participate MAY NOT be dismissed from any part of the regular school day.
- 10. Students who are approved to participate in the Off-Campus Physical Education may enroll in a second elective. However, the enrollment in the second elective class will be on a space availability basis only. Students who are not enrolled in an elective class will receive first priority.

AGENCY RESPONSIBILITIES

- 1. Agencies must submit a written request for approval as an Off-Campus Physical Education Program to the Director of Physical Education.
- 2. The agency must be located within the Midland Independent School (exception has been made for MCM Ice located in Odessa.)
- 3. The agency must provide professional instructors who will teach required lessons and Provide necessary supervision.
- 4. The instructor will:
 - a. Sign applications and fill in activity schedules for students participating in the Off- Campus Program at the instructor's agency.
 - b. Sign an Instructor Agreement stating that he/she is aware of the emphasis on program objectives and grading based on performance and attendance.
 - c. Maintain an accurate record of student attendance, evaluate each off-campus student's performance and submit a grade recommendation to the school counselor for each student based on performance and attendance at the end of each six weeks grading period.
 - d. Inform the counselor and principal if a student's attendance becomes irregular.

COUNSELOR RESPONSIBILITIES

- 1. Provide applications and explain the program, especially student responsibilities, to those students eligible for the program.

2. Check each application returned to verify that it is correctly filled out and completed.
3. Once an application is completed, sign it, have the principal sign it, then send a copy of it to the Director of Physical Education.
4. Explain to the students that they may not have late arrival or early dismissal.
5. Record grades and attendance for off-campus students at the end of each six weeks. (These grades will be received from the Agency Instructor.)

PROGRAM PROCEDURES

1. The student receives an Off-Campus Physical Education packet from the school counselor.
2. The student and parent/s read all information in the packet and fill out the appropriate portion of the application form.
3. The student and agency instructor fill out and sign the appropriate portion of the application form.
4. The application form must be turned in to the counselor prior to the end of the first week of the semester enrollment.
5. The principal will review the information on the application and notify the counselor of acceptance into the program. If there are any concerns, the counselor will notify the parent and student.
6. The Director of Physical Education will monitor the agencies during the semester to stay in compliance with TEA regulations.
7. Grades will be given by the agency instructor to the school counselor.
8. Any changes in schedule must be reported immediately to the school counselor.
9. After checking the application thoroughly, the counselor and the school principal sign the form and forward a copy of it to the Director of Physical Education.

Approved – October 2006