



OFF-CAMPUS PHYSICAL EDUCATION PROGRAM OVERVIEW AND STUDENT APPLICATION

Purpose of the Off-Campus Physical Education (OCPE) Program

The Off-Campus Physical Education (OCPE) Program is designed for students who are involved in private or commercially sponsored physical activity programs that lead to **Olympic-level or equivalent high-caliber participation and/or competition**. The OCPE Program is a cooperative arrangement between Boerne ISD, an approved off-campus Agency, and the student. Students in grades 9-12 are eligible to receive substitution credit for Physical Education graduation requirements by utilizing off-campus, commercially sponsored physical activities as defined by Texas Administrative Code.

- **Category I:** Olympic-level participation and/or competition includes 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. Students dismissed may not miss any class other than physical education.
- **Category II:** Private or commercially sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least 5 hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

Description of the Off-Campus Physical Education Program

The OCPE Program activities are approved by the local school board and by the Texas Education Agency. The selected activities are not offered comprehensively through the physical education or athletic departments. Game days and competitions will not count toward the weekly participation hours. Agencies must provide an alternative place of instruction during inclement weather if the OCPE training/activity is conducted outdoors. Students will receive a numerical grade for each nine-week period and a final numerical grade for the semester. High school students may participate in either Category I or Category II. Middle school students may participate only in Category I. A student **cannot** be enrolled in the OCPE Program and P.E. or Athletics (or any other P.E. substitution) in the same semester.

High School Students

High school students may participate in either Category I or Category II OCPE. Category I students may be released from school for one class period through either late arrival to or early departure. Category II students are not released from school.

High school students may earn 0.5 credit per semester for a total of 4 credits toward graduation requirements. Credit will be awarded based on an overall average of at least 70 for both semesters and the student's grades, as reported by the OCPE Agency Coordinator, will be included in the calculation of his or her class rank.

Middle School Students

Boerne ISD extends only Category I OCPE to students in grades 6-8 who meet guidelines and training requirements. Approved Category I students may be released from school for one class period through either late arrival to or early departure from school.

Category I students must complete and submit grade-level lessons from the SPARK Health curriculum and any additional Physical Education TEKS that are not addressed through the student's Category I OCPE activity. Credit will be awarded based on an overall average of at least 70 for both semesters, which include the student's grades, as reported by the OCPE Agency Coordinator, and the successful completion of grade level P.E. and Health assignments. The grade level SPARK Unit Health Lessons are listed below:

Grade	SPARK Health Unit Lessons
6	Units 1 & 6: Goal Setting, Healthy Choices, Communication Skills, Stress Unit 5: Alcohol, Tobacco, and Other Drugs Unit 8: Basic First Aid Unit 9: Dietary and Exercise Plans
7	Unit 4: Decision Making & Problem-Solving Unit 8: Injury Prevention & Violence Unit 9: Nutrition
8	Units 2 & 9: Eating Disorders, Healthy vs. Harmful Supplements Unit 6: Stress Management Unit 7: Conflict Resolution, Dating Violence Unit 10: Climate, Community, and Advocacy

Category I (High School & Middle School) and Category II (High School, only)

- The OCPE instructor will keep written records of the student’s daily attendance, documenting the number of hours per day, per week, and per semester. The written records will also contain grades for each grading period of the semester and a final grade. All of these records must be signed and submitted to Boerne ISD before a decision is made to award credit.
- In order for the OCPE activity to be considered for credit, the student’s participation in such activities may not interfere with the remainder of the student’s academic schedule.
- Students must be able to show proof of remaining in the OCPE activity for the entire semester in order to be granted credit. At any point where it is determined that the student no longer participates in the OCPE activity, the school will reassign the student to an appropriate general education P.E. class.
- Category I students will remain on campus as scheduled by the campus for state-required fitness testing, standardized testing, and any other assessment deemed necessary by the campus.
- Attendance is mandatory for the OCPE Program, just like at any BISD class. Students are required to attend at least 90% of the time for each grading period. Each 1 ½ hours of student participation is equivalent to one day of attendance or absence. If the OCPE training/activity is conducted outdoors, students must attend an alternate location in the event of inclement weather.

Excused Absences: A student is absent from the OCPE class due to a UIL school function or illness (verified by a note from the parent or doctor). **A doctor’s note is required if the absence is longer than five days.** Note: A Category I student may be granted an extenuating circumstance absence for a state and/or national level competition. A maximum of seven (7) such absences per school year are allowed. Two weeks prior to the competition, the Agency must provide written notification to the student’s school attendance secretary explaining the date(s), place and time of the state and/or national level competition. Although the student is counted absent per the TEA Student Attendance Accounting Handbook, an approved extenuating absence is not factored in the 90% attendance requirement for course credit, and the student is not expected to attend Saturday School.

Unexcused Absences: A student is ill without a note from parent or doctor, attending a non-UIL school function/outside school activity without a parent note or skipping class. Students may make up missed unexcused hours within the same week.



STUDENT APPLICATION PROCEDURE

1. Students will be scheduled for Physical Education classes based on their physical education requirement needs until OCPE Program approval is granted.
2. Students may obtain the OCPE program application from the BISD website at www.boerneisd.net (Academics, Health/Physical Education, Off-Campus Physical Education).
3. Students must take the Application to the Agency to have the OCPE Coordinator sign the application. Agencies **MUST** be on BISD's Approved Agency List, located at www.boerneisd.net (Academics, Health/Physical Education, Off-Campus Physical Education). ***Note: The Agency must complete and submit the OCPE Cooperative Agreement and additional documents by May 1 for fall semester or full-year OCPE requests and by November 1 for spring semester OCPE requests.***
4. Each student must obtain his/her school counselor's signature on the OCPE Program Student Application.
5. Counselors will conference with students to discuss graduation requirements and to determine if the student needs the OCPE credit.
6. **Parents, students, and the OCPE Agency will keep a copy of the OCPE Program Student Application for their records.**
7. The completed OCPE Program Student Application must be received by the student's counselor via email, fax or hand delivery **on or before the last Friday in August for the fall semester and the first Friday in December for the spring semester. Deadlines will be strictly enforced.** *Note: It is the responsibility of the student/parent to ensure the OCPE Program Application is complete and submitted by the stated deadlines.*
8. After the OCPE Program Student Application is reviewed, a confirmation email will be sent to student's counselor. The counselor will then notify the student and make appropriate schedule changes. OCPE will be displayed on student's schedule and report card after final approval.
9. Parents and students should confirm that OCPE appears on student's schedule at the beginning of each semester and that student receives a numerical grade on his/her report card each nine weeks.
10. A new OCPE Program Student Application must be submitted each school year.



STUDENT/PARENT RESPONSIBILITIES

1. All documentation from parents, students, and the OCPE Agency must be completed and submitted by the required deadlines. **Delinquent information will result in denial of the waiver request.**
2. Students may only participate with one OCPE Agency at a time. Credit cannot be issued for summer activities.
3. Students must participate 15 hours/week for Category I or 5 hours/week for Category II at the approved Agency from the beginning of each semester and continue through the entire semester to receive credit. Students who are unable to participate in the approved OCPE program for the entire semester will be transferred into a general P.E. class.
4. As in all classes, Category I and Category II OCPE students must meet the 90% attendance rule. Each 1 ½ hours of student participation is equivalent to one day of attendance or absence.
5. All students must earn a numerical grade of 70 or higher to receive OCPE course credit. Each semester course grade is determined by the average of the two nine-week numerical grades. By signing the OCPE Program Student Application, the student, parent, and OCPE Agency Coordinator understand and acknowledge that this program will substitute for a P.E. course, a numeric grade will be issued, 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.
6. Category I middle school students must receive instruction in grade level Physical Education TEKS that are not addressed through the student's Category I OCPE activity. Additionally, Category I middle school students must complete and submit grade level lessons from the SPARK Health curriculum.
7. Students must continue to go to their OCPE Program and participate in alternative learning activities even if injured. If the injury/illness extends beyond one week, a doctor's note must be given to the Agency Coordinator specifying what the student can and cannot do and when he/she can return to full participation. The Agency Coordinator must contact the student's counselor for further assistance if the injury/illness extends beyond one week.
8. Parents/students should ensure OCPE is placed on the student's schedule during the first six weeks of school. Grades submitted by the Agency should appear on each report card. Immediately contact the school counselor to report a problem.



AGENCY RESPONSIBILITIES

1. The Agency must complete and submit the OCPE Cooperative Agreement and additional documentation by **May 1** for fall semester or full-year OCPE requests or by **November 1** for spring semester OCPE requests. Agency forms may be requested by contacting Mr. Stan Leech, BISD Athletic Director, at stan.leech@boerneisd.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 met. The Agency must have at least 1, preferably 2, approved instructors. The OCPE Agency Coordinator can be listed as an instructor, if appropriate.
3. The Agency must provide documentation to verify the facility to be of “high quality” and that “appropriate trained” instructors will be supervising the student’s training. The documentation may include:
 - A. Verification that the instructor has certification and/or experience in his/her sport or training program.
 - B. A copy of local, state, or national licensing or acknowledgement that the training facility is capable of training national athletes and/or Olympic-level participants and/or competitors.
4. The Agency must provide one of the following for Category I students:
 - A. A copy of the student’s Olympic or national athletic certification which verifies his/her rank or status;
 - B. A publication which verifies the student’s Olympic or national athletic rank or status; or,
 - C. A copy of the entry form for Olympic or national participation and/or competition.
5. The Agency must provide a clean and safe environment in which students are well supervised. An approved instructor must be present at all times during the scheduled activity.
6. The Agency must provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
7. The Agency must provide students an opportunity to meet the required weekly hours depending on their Category. Competition/Game participation will not count towards required hours.
8. The Agency must provide the required documentation (student’s hours of participation and nine-week grades) to the student’s counselor according to the grade due date schedule. BISD will provide a copy of the school year calendar and the grading report period dates prior to the start of the school year.
9. The Agency will be removed as an approved OCPE Provider 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 will ensure that all instructors are “exceptionally trained” for Category I or “appropriately trained” for Category II, meaning that the Agency will provide certification and/or documentation of instructor training and experience.
2. The OCPE Agency Coordinator will 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 will ensure that all instructors provide numerical grades based on the student’s participation, skill development, and any applicable assessments.
4. The OCPE Agency Coordinator will provide the required documentation (student attendance and grade form) to the student’s counselor **by the date listed on the OCPE Attendance and Grade Reporting Form**. BISD 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 may also be accessed at www.boerneisd.net.
5. The OCPE Agency Coordinator will notify the school counselor and the BISD Health and Physical Education Coordinator if the student chooses to transfer into a general physical education class and/or does not meet the 90% attendance requirement. For the OCPE Program, 1-1½ hours of participation is equivalent to one day of attendance or absence.
6. In the event a Category I OCPE student is absent from school due to state and/or national level competition, the District will make no distinction between absences for UIL activities and absences for Category I OCPE activities. Note: Although the student is counted absent per the TEA Student Attendance Accounting Handbook, an approved extenuating absence is not factored in the 90% attendance requirement for course credit, and the student is not expected to attend Saturday School.
7. A Category I OCPE student is allowed up to seven (7) absences for state and/or national competitions in a school year. The Agency must provide written notification two weeks prior to the competition and must send to the student’s school attendance secretary explaining the date(s), place and time of the state and/or national level competition.
8. The OCPE Agency Coordinator must provide BISD with a current list of instructors and the following: each instructor’s contact information, certification and/or credentials, CPR certification, and a Texas or National Background Check.
9. The OCPE Agency Coordinator shall **NOT** sign OCPE Program applications after the deadline dates have passed. Late or incomplete applications will not be considered.
10. The OCPE Agency Coordinator will meet all OCPE paperwork deadlines set by the BISD Assistant Superintendent for Curriculum and Instruction or BISD Health and Physical Education Coordinator.



BOERNE INDEPENDENT SCHOOL DISTRICT

235 Johns Road • Boerne, Texas 78006

(830) 357-2000 • FAX (830) 357-2009

boerneisd.net

STUDENT APPLICATION AND DISTRICT APPROVAL FORM

20 - 20 SCHOOL YEAR

Student Information – Step 1

STUDENT NAME	CAMPUS	GRADE	ID#
ADDRESS	PHONE	EMAIL	

Agency Information – Step 2

NAME	OCPE COORDINATOR NAME
ADDRESS	OCPE COORDINATOR PHONE
PHONE	OCPE COORDINATOR EMAIL
EMAIL	

Indicate the beginning and ending time of the student's OCPE activity. (**Category I:** minimum 15 hours/week, excluding competitions. **Category II:** minimum 15 hours/week, excluding competitions)

	Beginning Time	Ending Time	Total Hours/Day
Monday	AM / PM	AM / PM	
Tuesday	AM / PM	AM / PM	
Wednesday	AM / PM	AM / PM	
Thursday	AM / PM	AM / PM	
Friday	AM / PM	AM / PM	
Saturday	AM / PM	AM / PM	

School Information – Step 3

COUNSELOR NAME	PHONE	EMAIL
If approved, the student requests the following arrangement in scheduling for OCPE. <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both	CATEGORY I (Middle or High School) <input type="checkbox"/> Late Arrival (end of 1st period) OR <input type="checkbox"/> Early Dismissal (beginning of 4th) OR <input type="checkbox"/> Neither late arrival nor early dismissal	CATEGORY II (High School Only) <input type="checkbox"/> Late Arrival (end of 5th period) <input type="checkbox"/> Early Dismissal (beginning of 8th)

The student, parent/guardian, and OCPE Agency Coordinator understand and acknowledge that the OCPE 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 or Counselor Signature _____ Date _____

OCPE Agency Coordinator Signature _____ Date _____

Due Dates: *The completed Student Application and Liability Waiver must be submitted to the student's counselor by the **last Friday in August for fall semester or all-year requests, or the first Friday in November for spring semester requests.** It is the responsibility of the student/parent to submit the documents, not BISD or Agency personnel. **There will be no exceptions made for late or incomplete applications.***



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**OFF-CAMPUS PHYSICAL EDUCATION PROGRAM
RELEASE OF LIABILITY AND PERMISSION TO
PARTICIPATE IN THE OCPE PROGRAM**

Student Name _____ **Campus** _____ **Grade** _____ **ID#** _____

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 Boerne 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 the (1) Boerne ISD Off-Campus Physical Education Overview, (2) OCPE Student Application and District Approval Form, (3) OCPE Responsibilities, (4) OCPE Release of Liability, and (5) OCPE Permission to Participate, 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

Due Dates: The student/parent must submit the completed OCPE Program Student Application and Release of Liability Waiver/Permission to Participate in the OCPE Program form to the student's counselor by the **last Friday in August for fall semester or all-year requests or the first Friday in November for spring semester requests.**

The Agency must submit the OCPE Cooperative Agreement and additional documentation by **May 1** for fall and full- year requests or by **November 1** for spring semester requests.

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