WESTLAKE ACADEMY
IB Continuum World School
2600 JT Ottinger Road. Westlake, Texas 76262 - WestlakeAcademy.org - Tel: (817) 490-5757

INFORMATION FOR OFF-CAMPUS PHYSICAL EDUCATION
(PHYSICAL EDUCATION SUBSTITUTIONS)

PURPOSE

The purpose of the Off-Campus Physical Education (OCPE) program offered by Westlake Academy is to provide students in grades 7-10 with an alternative pathway for earning Physical Education credit through participation in approved, structured physical activity programs outside of the traditional school setting.

OCPE is intended for students who are actively involved in high-level athletic training, competitive sports, dance, martial arts, or other organized physical activities that require consistent participation under qualified professional supervision.

PROGRAM DESCRIPTION

The OCPE program is a cooperative partnership between Westlake Academy, the student and family, and an approved off-campus provider. Activities are defined as those in which a student participates in a structured program under the supervision of a qualified instructor, coach, trainer, or organization during the regular school year.

Participation in OCPE allows students to earn Physical Education credit while continuing to pursue advanced athletic or physical activity opportunities outside of school.

GENERAL REQUIREMENTS

1. Students in grades 7-10 are eligible to apply for the OCPE program.
2. Students may earn a maximum of one (1) Physical Education credit per academic year through OCPE.
3. Students must actively participate in an approved physical activity program under qualified professional supervision throughout the school year.
4. Approval of OCPE participation is contingent upon the successful alignment of the student's required courses within the Westlake Academy master schedule.
5. Students may only participate with one approved provider/activity during the school year.
6. Students must remain in good academic and behavioral standing and comply with all Westlake Academy policies and procedures.
7. Participation in OCPE is approved annually and may be revoked if program requirements are not met.

OCPE COURSE REQUIREMENTS

1. Documentation (Activity Log Sheets) of attendance and OCPE participation must be submitted by the stated deadlines. Activity logs must be completed by the student and verified by the approved OCPE provider.
2. Documentation (Grade Reporting Forms) must be submitted by the stated deadlines. The provider will assign a Pass/Fail grade and verify participation.
3. The Fitness Plan with IB Extensions must be completed and submitted by the Quarter 3 reporting deadline.
4. Students are responsible for submitting all required documentation to their counselor by the published deadlines.
5. Students who fail to submit required documentation, maintain participation, or meet program expectations may lose the privilege of participating in OCPE and may be reassigned to an on-campus Physical Education course.
6. All OCPE providers must be approved by Westlake Academy prior to participation.

IMPORTANT DATES | 2026-2027

The student is responsible for submitting all Activity Logs and Grade Reporting Forms on or before the dates listed below:

Grading Period	Progress Report Due	Grade Report Due
Quarter 1	September 16, 2026	October 14, 2026
Quarter 2	November 6, 2026	January 7, 2027
Quarter 3	February 5, 2027	March 24, 2027
Quarter 4	April 16, 2027	May 18, 2027

Failure to submit required documentation by these deadlines may result in a failing grade and/or removal from the OCPE program.

FREQUENTLY ASKED QUESTIONS

- **Do I need approval for an OCPE provider?**
  - Yes. All providers must be approved by Westlake Academy prior to participation.
- **Who changes the student's schedule to reflect OCPE?**
  - After all required paperwork is approved, the student's counselor will update the schedule.
- **Is transportation provided by Westlake Academy?**
  - No. Parents/guardians are responsible for transportation to and from the approved activity.
- **Can a student participate with more than one provider or activity?**
  - No. Students may only participate with one approved provider and one approved activity during the school year.
- **Can a student enroll in OCPE for only part of the school year?**
  - No. OCPE is intended to be a year-long commitment.
- **What paperwork is required?**
  - Students must submit Activity Logs, Grade Reporting Forms, the Fitness Plan with IB Extensions, and any additional documentation requested by Westlake Academy.
- **What happens if paperwork is submitted late?**
  - Late or missing documentation may result in a failing grade, loss of OCPE credit, or removal from the program.
- **What happens if my student stops participating in the approved activity?**
  - Students who discontinue participation or fail to meet program expectations may be removed from OCPE and reassigned to an on-campus Physical Education course.
- **What happens if my student experiences a long-term injury or illness?**
  - Students should continue participating through observation, rehabilitation, or modified activities when possible. If the injury extends beyond three training sessions, a physician's note must be submitted. Students unable to participate may be required to report to an on-campus PE class.
- **How is OCPE graded?**
  - OCPE is graded on a Pass/Fail basis. Providers verify participation and assign grades each grading period.
- **Can elementary students participate in OCPE?**
  - No. OCPE is only available to students in grades 7-12 and is contingent upon successful scheduling within the Westlake Academy master schedule.
- **Who should I contact with questions?**
  - Please contact your student's counselor or the Westlake Academy Athletics Department.

WESTLAKE ACADEMY
IB Continuum World School
2600 JT Ottinger Road. Westlake, Texas 76262 - WestlakeAcademy.org - Tel: (817) 490-5757

OFF-CAMPUS PHYSICAL EDUCATION (OCPE) APPLICATION

Off-Campus Physical Education (OCPE) is an alternative option that allows students to earn Physical Education credit through participation in an approved, structured physical activity program outside of the traditional school setting. OCPE is designed for students who are engaged in high-level athletic training or other organized physical activities under the supervision of qualified instructors, coaches, or trainers.

Students approved for OCPE are released from their scheduled on-campus Physical Education course and are expected to actively participate in their approved program throughout the school year. To remain in good standing, students must maintain regular participation, submit all required documentation by established deadlines, and comply with all Westlake Academy academic, attendance, and behavioral expectations.

Approval for OCPE is granted on an annual basis and is subject to verification of participation and continued compliance with program requirements.

This application must be completed by the parent/guardian and submitted to Westlake Academy for approval prior to enrollment in the OCPE program.

STUDENT INFORMATION

Student Full Legal Name (First, Middle, Last): _____
Grade Level (2026-2027): _____ Student ID Number: _____
Parent/Guardian Name: _____
Parent/Guardian Phone Number: _____
Parent/Guardian Email Address: _____

OCPE PROGRAM INFORMATION

Activity/Sport: _____
Training Facility/Organization: _____
Provider/Organization Contact Person: _____
Provider Email: _____
Provider Phone Number: _____
Training Facility Address: _____

I am requesting my student be released from the following class period for Off-Campus Physical Education: ☐ 1st Period ☐ 4th Period ☐ 5th Period ☐ 8th Period

PARENT/GUARDIAN ACKNOWLEDGEMENTS

Please initial each statement below:

_____ I understand that Off-Campus Physical Education is a privilege and may be revoked if program requirements are not met.

_____ I understand that my student must actively participate in an approved physical activity program under qualified professional supervision.

_____ I understand that Westlake Academy reserves the right to request attendance records, participation logs, evaluations, and other documentation related to my student's participation.

_____ I understand that all required OCPE progress reports and grade verification forms must be submitted by the published deadlines.

_____ I understand that failure to submit required documentation may result in a failing grade and removal from the OCPE program.

_____ I understand that I am responsible for transportation to and from the physical activity program and that Westlake Academy is not responsible for any contractual agreements between the family and the provider.

_____ I understand that my student must remain in good academic and behavioral standing and comply with all Westlake Academy policies and procedures.

SIGNATURES

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Application Received: _____
Provider Documentation Received: _____
Provider Approved: ☐ Yes ☐ No
Counselor Approval: _____ Date: _____
Athletic Director Approval: _____ Date: _____
Schedule Updated: _____ Date: _____
Parent Notified: _____ Date: _____

WA PROVIDER AGREEMENT FORM

To Whom It May Concern:

This letter is to inform you that _____ has submitted an
(Print student's full legal name: First, Middle, Last)
application to receive Off-Campus Physical Education credit through your program. In order for this student to qualify for this program, you must agree to the parameters set forth by Westlake Academy.

As a provider of Off-Campus Physical Education, you must comply with the parameters identified below.

Please place a checkmark in each box below to indicate acknowledgement.

- ☐ I agree to structure my teaching in a manner that fulfills the guidelines as developed in the Texas Education Knowledge and Skills (TEKS) curriculum.
- ☐ At the request of the student referenced above, I will provide a letter on business letterhead about my program along with contact information for myself.
- ☐ I will confirm, with my signature, practice activities and dates fulfilled by the student.
- ☐ I also am aware that it is the student's responsibility to have the activity log sheet completed at each session and delivered to the Counselor at the specified deadlines.
- ☐ I agree to give each of my students a Pass/Fail grade on the grade report provided to me by the student on the specified date of each grading period.

It is my understanding that the above-named student is applying for an off-campus physical activity waiver and that the student must participate in a physical education activity, under professional supervision, a minimum of fifteen (15) hours each week at an approved agency in order to be eligible for the waiver. As least five (5) of the required hours must be spread over three (3) days falling between Monday and Friday each week.

The above-named student is scheduled to participate in an activity program meeting this requirement as designated below:

Location/Facility of Training: _____

Provider/Supervisor's Name:_____

WEEKLY SCHEDULE

WEEKDAY	START TIME	END TIME	ACTIVITY	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

I _____ understand Westlake Academy's expectations for the
(please print your full legal name on line above)
Off-Campus Physical Education Program. I also understand my responsibility as a supervisor/coach.

Provider's Signature_____ Date_____
Provider's facility address:_____
Provider's Email address:_____Phone_____

PERMISSION AND RELEASE

I understand that my child _____, a student at Westlake Academy, is receiving physical education credit for participating in an off campus PE activity. I understand that my child's participation in these physical activities is wholly voluntary and the Academy does not require my child to participate in these types of physical activities. I understand that the Academy provides opportunities for physical education credit at the Academy, but I choose to allow my child to participate in an outside physical activity instead of participating in Academy run physical education.

I understand that my child must comply with the Academy's Student Code of Conduct and any rules and standards of conduct at the physical activity location. I understand that my child's failure to adhere to these rules and standards of conduct may result in discipline in accordance with the Student Code of Conduct.

I understand that the Academy has no control over the operations or premises of my child's particular activity. I further understand that my child will not be under the supervision of an Academy employee but will be under the supervision of a representative of the assigned activity while participating in the activity.

I agree that I am responsible for transportation to and from the physical activity program. I agree that I am not entitled to any reimbursement for mileage or transportation costs from the Academy in transporting my child to the physical activity.

My signature below indicates my understanding of this Permission and Release and indicates my permission for my child to participate fully in the physical activity. I have carefully read this Permission and Release before signing it. This agreement shall become effective only upon receipt by the Academy and shall be governed by the laws of the state of Texas.

_____
Parent's Signature

_____
Name (printed)

_____
Date

IMPORTANT DATES | 2026-2027

The student is responsible for submitting all Activity Logs and Grade Reporting Forms on or before the dates listed below:

Grading Period	Progress Report Due	Grade Report Due
Quarter 1	September 16, 2026	October 14, 2026
Quarter 2	November 6, 2026	January 7, 2027
Quarter 3	February 5, 2027	March 24, 2027
Quarter 4	April 16, 2027	May 18, 2027

Failure to submit required documentation by these deadlines may result in a failing grade and/or removal from the OCPE program.

OCPE
Required Paperwork
Forms

*Blank Log and Grade Forms are provided. Make extra copies for the year.

**Students must submit paperwork by due dates to receive credit for the semester.

WESTLAKE ACADEMY
IB Continuum World School
2600 JT Ottinger Road. Westlake, Texas 76262 - WestlakeAcademy.org - Tel: (817) 490-5757

ACTIVITY LOG SHEET

For each day of physical activity, please put the date, specific activity and time. The provider must also initial each date. Include the following on your activity sheet: A log of training, practice, tournament play or activity participation for each week. Time, location, and length of training, as well as absences.

_____	_____	_____-_____
Students Name	Campus	Grading Period Dates
_____	_____	_____
Activity Site Provider	Provider Name	Provider's Signature

MONTH: _____

1 Time In: _____ Time Out: _____ Initials: _____	**2** Time In: _____ Time Out: _____ Initials: _____	**3** Time In: _____ Time Out: _____ Initials: _____	**4** Time In: _____ Time Out: _____ Initials: _____	**5** Time In: _____ Time Out: _____ Initials: _____	**6** Time In: _____ Time Out: _____ Initials: _____	**7** Time In: _____ Time Out: _____ Initials: _____
8 Time In: _____ Time Out: _____ Initials: _____	**9** Time In: _____ Time Out: _____ Initials: _____	**10** Time In: _____ Time Out: _____ Initials: _____	**11** Time In: _____ Time Out: _____ Initials: _____	**12** Time In: _____ Time Out: _____ Initials: _____	**13** Time In: _____ Time Out: _____ Initials: _____	**14** Time In: _____ Time Out: _____ Initials: _____
15 Time In: _____ Time Out: _____ Initials: _____	**16** Time In: _____ Time Out: _____ Initials: _____	**17** Time In: _____ Time Out: _____ Initials: _____	**18** Time In: _____ Time Out: _____ Initials: _____	**19** Time In: _____ Time Out: _____ Initials: _____	**20** Time In: _____ Time Out: _____ Initials: _____	**21** Time In: _____ Time Out: _____ Initials: _____
22 Time In: _____ Time Out: _____ Initials: _____	**23** Time In: _____ Time Out: _____ Initials: _____	**24** Time In: _____ Time Out: _____ Initials: _____	**25** Time In: _____ Time Out: _____ Initials: _____	**26** Time In: _____ Time Out: _____ Initials: _____	**27** Time In: _____ Time Out: _____ Initials: _____	**28** Time In: _____ Time Out: _____ Initials: _____
29 Time In: _____ Time Out: _____ Initials: _____	**30** Time In: _____ Time Out: _____ Initials: _____	**31** Time In: _____ Time Out: _____ Initials: _____				

_____	_____	_____
Provider's Signature	Student Signature	Date

Westlake Academy Off-Campus Physical Education
Grade Reporting Form

_____
Student's Name (please print)

_____
School

_____
Activity Site

Below are the dates that Grade Reporting Forms are due to the school campus. Forms MUST be received no later than 4:00 PM on the dates specified below. Remember to check the appropriate grading period as follows and indicate "P" or "F" for Pass or Fail:

GRADING PERIOD *DATE FORMS DUE TO:
(Please check one)

- ☐ 1st Grading Period | October 9, 2025
- ☐ 2nd Grading Period | December 18, 2025
- ☐ 3rd Grading Period | March 12, 2026
- ☐ 4th Grading Period | May 20, 2026

**Dates listed on the Grade Reporting Form coincide with school calendar

Activity Grade _____ **PASS / FAIL (circle one)**

_____ _____
Provider's Name (please print) Date

_____ _____
Provider's Signature Student Signature

WESTLAKE ACADEMY
IB Continuum World School
2600 JT Ottinger Road. Westlake, Texas 76262 - WestlakeAcademy.org - Tel: (817) 490-5757

FOR PROVIDERS

Guidelines for Trainers and Coaches of Students applying for Physical Education Programs for P.E. Substitute Credit

Thank you for partnering with Westlake Academy to provide high-quality off-campus physical education opportunities for our students. This packet outlines the responsibilities and expectations for approved OCPE providers and explains the documentation required for students to receive Physical Education substitute credit.

Provider Requirements

To become an approved OCPE provider, the following documentation must be submitted:

Please submit a letter on your organization's official letterhead that includes:

- Purpose of the training program
- Typical weekly training and competition schedule
- Description of the type and intensity of training
- Levels of competition
- Trainer/coach name
- Facility name
- Facility address
- Email address
- Phone number

Provider Agreement

All providers must complete and sign the OCPE Provider Agreement acknowledging responsibility for:

- Verifying student participation
- Monitoring attendance
- Completing required grading documentation
- Submitting required paperwork by all deadlines

Grade Reporting

A **Pass/Fail** grade is required each grading period.
Please note:

- Grades must be submitted by the required deadline.
- Failure to submit grades will result in an **Incomplete (I)** for the student.
- Continued failure to submit grades may result in the student's removal from the OCPE program.

Monthly Activity Log

Students are responsible for maintaining an activity log that is verified by their coach or trainer. The activity log should include:

- Weekly training sessions
- Practice dates
- Competition or tournament participation
- Training location
- Length of training sessions
- Absences
- Student signature
- Coach/Trainer signature

Program Expectations

The purpose of Off-Campus Physical Education is to provide students participating in high-level athletic training the opportunity to earn Physical Education credit while continuing their specialized training. Training should support the development of:

- Cardiovascular endurance
- Muscular strength
- Muscular endurance
- Flexibility
- Sport-specific skills
- Sportsmanship
- Safe participation practices
- Healthy lifestyle habits

The training program should also reinforce responsibility, leadership, goal setting, and personal growth consistent with the mission of Westlake Academy.

Student Fitness Project (IB Extension)

As part of the Westlake Academy OCPE program, students will complete an independent fitness project designed to connect their athletic training with IB learning standards. Students will:

- Complete a personal fitness assessment.
- Research components of physical fitness.
- Develop a 2–3 week fitness plan.
- Maintain a daily activity log.
- Write a 200–300 word reflection.
- Create a digital presentation summarizing their fitness journey.

Projects encourage students to become reflective learners while connecting physical activity with lifelong health and wellness.

IB Learner Profile Connections

Students participating in OCPE will demonstrate the following IB Learner Profile attributes:

- **Inquirers** – Research and explore fitness concepts.
- **Knowledgeable** – Develop an understanding of health and physical fitness.
- **Reflective** – Evaluate personal growth and athletic development.

Students will also explore the IB Global Context of **Personal and Cultural Expression** by examining how physical activity contributes to healthy lifestyles around the world