



Medina Valley ISD

Off-Campus Physical Education Guidelines

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

The purpose of the OCPE Program is to accommodate students who are making a serious effort to develop higher-level skills in a specific activity that exceed what the school district can offer through the general physical education program. The OCPE Program allows students in 7th through 12th grades to earn credits that meet the district and state physical education requirements. Students will be expected to be physically educated, along with being physically active. They will be expected to show accountability of skill development, learned physical activity and health concepts, and social development through participation in their selected physical activity and demonstrated mastery of the Texas Essential Knowledge and Skills for Physical Education.

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

The OCPE Program is a partnership between Medina Valley Independent School District and approved off-campus agencies that provide activities that include but are not limited to Dance, Gymnastics, and Swimming. Visit the MVISD Curriculum and Instruction webpage for a complete list of OCPE approved agencies. Only practice hours may count towards the state required time. Game days and competitions will not count toward the total weekly participation hours (see category descriptions for required weekly hours). Agencies must provide an alternative place of instruction during inclement weather. Students will receive a numerical grade for each six weeks' period and a final numerical grade for the semester. In order for a waiver to be granted, MVISD will follow the guidelines set by the law as stated in Texas Administrative Code (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. 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.

Middle School Students

Students in 7th or 8th grade may participate during each semester per grade level in Category II only. Middle School students are not permitted to leave campus during the school day to participate in OCPE.

High School Students

High school students may participate in either **Category I or Category II**. High school students approved for **Category II** may earn 0.5 credits per semester for a total of 1.0 credit (2 semesters) toward their high school physical education graduation requirement. High school students approved for **Category I** may earn up to a total of 4.0 credits (8 semesters). This total includes their high school physical education graduation requirement (1.0 credit) and up to 3.0 credits to be counted as state elective credits. Students may not be enrolled in OCPE and any other general Physical Education class or Physical Education substitution (Athletics, Dance, etc.) at the same time.

- **Category I – High School (Olympic/National Level):** Participation and/or competition include 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 class period per day and may not miss any class other than Physical Education. In the event a Category I OCPE student is absent from school (a maximum of five school days per school year) due to state and/or national competition, the District shall make no distinction between absences for UIL activities and absences for Category I OCPE activities. Agency coordinator must notify PE Office of absence at least 14 days in advance so we may notify student's campus.
- **Category II - Middle and High School:** Participation includes a minimum of 5 hours per week at a private or commercially-sponsored agency that provides physical activities which include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Students certified to participate at this level may not be dismissed from any part of the regular school day.

Medina Valley ISD Off-Campus Physical Education Application Procedure

1. Students will be scheduled for physical education classes based on their physical education requirement needs until OCPE Program approval has been granted.
2. Students may obtain the OCPE program application from the MVISD website or from a counselor.
3. Students must take the application to the agency to have the OCPE Coordinator sign the application. Agencies **MUST** be on MVISD's Approved Agency List, or apply to be on the list and be approved, prior to the student application being approved.
4. Students must provide their student identification number, counselor name and contact information, and email addresses.
5. Students must obtain their school counselor's signature on the OCPE program application.
6. Counselors should conference with students to discuss graduation requirements and to determine if the student needs the OCPE credit.
7. Parents, students and the OCPE Agency should keep a copy of this application for their records.
8. The OCPE student application must be received by the MVISD Physical Education Department via email, mail, fax or hand delivery on or before the **FIRST SCHOOL DAY OF EACH SEMESTER AT MIDNIGHT**. Deadlines will be strictly enforced. Note: It is the responsibility of the student/parent to submit completed applications. Counselors or agencies should not submit student applications. **Note: In the first year of implementation (17-18), applications for the Fall and Spring Semesters will be considered only after the intended Agency has applied for, and has been approved by the District and by TEA (TEA approval is required for Category I only). Application deadlines will be established beginning with the 18-19 school year and will be strictly enforced.**
9. After applications are reviewed, confirmation emails will be sent to students' counselors. Counselors will then notify students and make appropriate schedule changes. OCPE will be displayed on the student's schedule and report card. OCPE will not appear on student's schedule until application has been approved by the Physical Education Supervisor.
10. Parents and students should confirm that OCPE appears on student's schedule at the beginning of each semester and that student has received a numerical grade on their report card each six weeks.
11. A new OCPE Program Application must be submitted each school year.

Medina Valley ISD Off-Campus Physical Education Responsibilities

Student & Parent Responsibilities:

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required deadlines. It is suggested that parents and students start this process at least 2-3 weeks before the start of the semester to meet all the documentation and scheduling requirements. Incomplete or delinquent information will result in denial of the student application.
2. Students may only participate with one agency at a time. Credit cannot be issued for summer activities.
3. Students must participate 15 hours per week for Category I or 5 hours per week for Category II at the approved agency from the beginning of each semester and continue through the entire semester or transfer into a general PE class to receive 0.5 credits for Physical Education, with the approval of the PE Supervisor. For the OCPE Program, 1-1½ hours of participation is equivalent to one day of attendance or absence.
4. All students must earn a numerical grade of 70 or higher to pass each OCPE course. Note: The final course grade will be determined by the average of each of the three six weeks' numerical grades. By signing the OCPE program application, the student, parent, and OCPE Agency Coordinator understand and acknowledge that this program will substitute for a PE 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.
5. As in all classes, Category I and II OCPE students must meet the 90% attendance rule.
 - a. The OCPE Attendance Policy:
 - Excused Absences:** A student is absent from class due to a UIL school function or illness verified by a doctor or parent note. Note: A Category I OCPE student may be granted excused absence(s) for a state and/or national level competition. A maximum of five days per school year may be missed with required documentation.
 - Unexcused Absences:** A student is ill without a doctor or parent note, attending a non-UIL school function/outside school activity without a parent note or choosing not to attend a scheduled OCPE class.
6. Students must continue to attend agency classes if injured. They will receive alternative activities and lessons, but still must meet the minimum required hours per week based on their category. If injury extends beyond 1 week, a doctor's note must be given to the OCPE Agency Coordinator specifying what the student can and cannot do and when they can return to full participation. The Agency Coordinator must contact the OCPE Specialist for further assistance if injury/illness extends beyond 1 week.
7. Parents/students should ensure OCPE is placed on the student's schedule by your campus during first six weeks of school. Grades submitted by the agency should appear on each report card. If they do not, please contact your counselor immediately.

Agency Responsibilities:

1. 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. Coordinator can be listed as an instructor if appropriate.
2. Agency shall provide a clean and safe environment in which students are "well supervised," meaning an approved instructor shall be present at all times during the scheduled activity to provide guidance, instruction and to ensure safety.

3. Agency premises at which MVISD students receive services must be located within 40 miles of AISD school boundaries.
4. Agency shall provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
5. Agency shall provide students an opportunity to meet the required weekly hours depending on their Category. Competition/Game participation will not count towards Category II required hours.
6. Agency shall meet with MVISD personnel during an announced or unannounced site visit. MVISD is expecting to see evidence of learned Physical Education TEKS. MVISD will be looking for skill development, learned physical activity and health concepts and social development by observing students participating in appropriate activities and reviewing the student's OCPE workbook.
7. Agency shall ensure that all local ordinances and state and federal laws are observed in its provision of services to MVISD students, including but not limited to the Family Educational Rights and Privacy Act, 20 USC §1232g, et seq., 34 CFR §99.1, et seq.

OCPE Agency Coordinator Responsibilities:

1. The OCPE Agency Coordinator must provide MVISD with current instructor(s) contact information, teaching credentials/certifications, CPR certification, and Texas and National Background Checks at least two weeks prior to the start of the school semester, or prior to providing services to an MVISD student.
2. The OCPE Agency Coordinator must ensure that all instructors are "exceptionally trained", meaning that the Agency must provide certification and/or documentation of instructor training and experience.
3. The OCPE Agency Coordinator shall ensure that all instructors provide the required documentation (students' hours of participation and six weeks numerical grade) to students' counselors on or before the identified date provided by the PE Coordinator. MVISD will provide a copy of the school year calendar and specific grading report period dates prior to the start of the school year. The calendar with each six-week's grading deadline may also be accessed at www.mvisd.org. The OCPE Agency Coordinator shall provide evidence of student attendance upon request.
4. The OCPE Agency Coordinator must notify the MVISD PE Coordinator and the school counselor 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 hour of participation is equivalent to one day of attendance or absence.
5. Students are responsible for obtaining administrative approval for all school-day absences prior to the absence for competition. Students must obtain written proof from Agency about upcoming absence and submit it to campus administration at least one week prior to absence.
6. A Category I OCPE student may be granted excused absence(s) for a state and/or national level competition. A maximum of six days per school year may be missed. Absences that exceed the allotted six absences must be submitted in writing at least 2 weeks prior to the absences occurring to the PE Coordinator explaining date(s), place and time of the state and/or national level competition.

MVISD personnel will make announced and unannounced site visits and will be expecting to see evidence of learned Physical Education TEKS, documentation of numerical grades, and attendance records. MVISD will be looking for skill development, learned physical activity and health concepts and social development by observing students participating in appropriate activities and reviewing documentation of TEKS instruction/mastery (Middle School Only). The MVISD PE Coordinator will give one warning to the Agency for non-compliance of the OCPE Program requirements. If a second breach of OCPE Program requirements occurs, the MVISD Physical Education Coordinator will dismiss the Agency from the OCPE Program.



**Medina Valley ISD
Off-Campus Physical Education**

Student Information and District Approval Form

This form must be completed and signed before approval will be considered to acknowledge the understanding of the OCPE Program criteria and requirements.

Student Information

Student Name: _____ School Year: 20__ - 20__
Student I.D. #: _____ Male: _____ Female: _____
Parent(s)/Guardian(s): _____
Home Phone: _____ Cell Phone: _____
Parent email: _____ Student email: _____

Campus Information:

Campus: _____	Grade Level: _____	Semester: _____	Fall OR _____	Spring
Counselor Name: _____	Phone #: _____	Ext.: _____		

Agency Information:

Agency Name: _____
Agency Contact: _____ Phone #: _____

Sample Practice Schedule:

	Practice Times:
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	
SUNDAY	
Total Weekly Hours:	

Note:
Category I OCPE
*State requirement of 15 hours of practice time per week (competition hours not included).
*All hours must be accumulated through approved agency.
Student will receive 1st or 8th period OCPE to travel to agency and begin practice.
*District will make announced and unannounced visits to agency during practice times.

By signing this OCPE program application, the student, the parent/guardian, and the OCPE Agency Coordinator understand and acknowledge that this program will substitute for a P.E. course (9th-12th grades) or 150 minutes of weekly physical activity (7th and 8th grades), 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: _____



Medina Valley ISD
Off-Campus Physical Education
Release of Liability and Permission to Participate in the OCPE Program

I hereby give permission for my child to participate in the Off Campus P.E. 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 Medina Valley 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 this Release and Permission to Participate form, 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 Signature

Work Phone

Student's Name: _____

Student's Campus: _____