

C-FB ISD

OFF-CAMPUS

PHYSICAL EDUCATION

Guidelines and Procedures

Table of Contents

I.	Guidelines for Off-Campus Physical Education	1
II.	Parent/Student Responsibilities	5
III.	Counselor Responsibilities	6
IV.	Off-Campus Physical Education Staff Responsibilities	7
V.	Participation Log and Grade Report	8
VII.	Application	9

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

GUIDELINES FOR OFF-CAMPUS PHYSICAL EDUCATION

PURPOSE OF THE PROGRAM

There are some students in the Carrollton-Farmers Branch School District who participate in individual fitness activities that are not offered by the physical education or athletic departments. The purpose of the Off-Campus Physical Education Program is to accommodate students who are making an effort to develop higher-level skills in a specific activity. Students will be expected to be physically educated, along with being physically active. They will be expected to show accountability of skill development, health concepts, and social development through participation in their selected activities. The OCPE Program offers students in grades 6-12 the opportunity to earn district and state credits to meet their physical education requirements for their commitment to these activities if the activity is approved by the Texas Education Agency and the Carrollton-Farmers Branch Independent School District. 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.

DESCRIPTION OF THE PROGRAM

The program is a cooperative arrangement between the Carrollton-Farmers Branch Independent School District, the student, and an approved off-campus agency selected by the student. The student will receive one-half unit of physical education credit per semester while enrolled in an off-campus physical education program. Only practice hours may count towards the state required time. Game days and competitions will not count towards the total weekly participation hours. Agencies must provide an alternate place of instruction during inclement weather.

Students may participate in two different categories (see below for complete description). Students in grades 6-8 may participate in the OCPE Program to meet the state requirement of 4 semesters of Physical Education in Middle School. High School students may participate in the OCPE Program; earning .5 credits per semester for a total on no more than 2 credits that will count toward graduation requirements. Students may not be enrolled in OCPE and any other general Physical Education class, Athletic Class or Physical Education substitution at the same time.

In order for a waiver to be granted, C-FB ISD will follow the guidelines set by the law as stated in Texas Administrative Code (TAC) §74.11(d)(7)©. 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.**

- **Category I-Olympic/Level-** Participation includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in this 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- sponsored physical activities include those certified by the superintendent to be of highly qualified and well supervised by appropriately trained instructors. Student participation of a minimum of five hours per week is required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

Restriction:

- All substitution activities must include at least 100 minutes per five-day school week of moderate to vigorous physical activity.

AGENCY REQUIREMENTS

- Agencies must provide a clean and safe environment in which students are “well supervised”, meaning that the instructor must be present at all times during the scheduled activity to provide guidance and instruction, and to ensure safety.
- Must be located within a fifteen mile radius of the Carrollton-Farmers Branch School District Administration Building or home campus.
- Agencies must provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
- Competition/Game participation may not count toward the required hours.
- The Agency will be dismissed from the OCPE Program if there is evidence that OCPE Program criteria and/or requirements are not being met.

AGENCY INSTRUCTOR REQUIREMENTS AND RESPONSIBILITIES

- Sign applications and activity schedules for students participating in the Off-Campus Program at the instructor’s agency.
- Sign an Instructor Agreement stating that he/she is aware of the emphasis on program objectives and grading based on performance and attendance.
- Maintain an accurate record of student attendance on the form provided by the district. Return the form on stated dates.
- Notify the C-FB ISD Off-Campus Physical Education Instructor if a student’s attendance becomes irregular.

STUDENT/PARENT RESPONSIBILITIES

- All documentation from parent, agency/instructors, and counselors must be completed and submitted by the required **deadlines, which are on or before the first day of the Fall or Spring semester**. 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. **Delinquent information will result in denial of the waiver request.**
- Confer with the school counselor about plans.

- Obtain an application form from the school counselor.
- Make arrangements with the selected agency and instructor(s).
- Participation hours are logged on the forms provided and these hours are verified by the agency instructor(s). The **Participation Log & Grade Report** must be turned in to the counselor or OCPE C-FB ISD Instructor every nine weeks.
- Tuition of \$125 per semester will be charged to each student to partially defray the Carrollton-Farmers Branch ISD's expenses in providing qualified supervision, monitoring student participation, and maintaining required records.

STUDENT REQUIREMENTS

- Must indicate serious intent to obtain a high degree of proficiency in an approved activity.
- Student may only participate with one agency/instructor at a time. Summer hours will not be counted.
- May not receive credit for more than one of the following in a given semester: athletics, physical education, or off-campus physical education.
- Must participate in the activity, at the approved agency, under professional supervision, a minimum of fifteen hours each week for Category I credit and five hours per week for Category II credit.
- If the requirement of fifteen or 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 C-FB ISD Off-Campus Physical Education Instructor.
- As in all classes, students must meet the 90% attendance rule. (Senior final exam exemption must be cleared by the OCPE C-FB ISD Instructor)
Category I- 243 hours = 90%
Category II- 162 hours = 90%
- Students must continue to go to their Agency and do alternative learning activities even if he/she is injured. A doctor's note must be given to the instructor with details describing what the student can and cannot do and when full participation is expected.
- Must participate in the program a minimum of eighteen weeks. Extended absence for injury or illness (not to exceed nine weeks) will be excused only with a physician's letter.
- Any student abusing the program by irregular attendance or poor work habits will be withdrawn from the course at the discretion of the school district, and tuition will not be refunded.

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

COUNSELOR RESPONSIBILITIES

- Provide applications and explain the program, especially student responsibilities, to those students eligible for the program.
- Students and parents should be given the **General Requirements for Off-Campus Physical Education** as well as the **Application**.
- Check each application returned to verify that it is correctly filled out and completed.
- **Once an application is completed, sign it, have the principal sign it, and have the parent or student bring the completed application along with payment to the Off-Campus Physical Education Office at Standridge Stadium; ask for Angela Taylor, C-FB ISD Off-Campus Physical Education Coordinator. This must be completed and turned in before approval can be given.**
- The Off-Campus Physical Education Coordinator will notify the school counselor concerning the approval or disapproval of each application.
- Schedule the student for first period or last period physical education – for Category I. Category II would not have PE listed in the regular school day schedule.
- Record grades and attendance for off-campus students at the end of each nine weeks. These grades will be received from the C-FB ISD Off-Campus Physical Education Instructor or transported back to the campus level by the student.

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

OFF-CAMPUS PHYSICAL EDUCATION STAFF

SELECTION GUIDELINES

- The Executive Director of Athletics has chosen Jeff Foster to assume the responsibilities of the C-FB ISD Off-Campus Physical Education Program.

CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT

OFF-CAMPUS STAFF RESPONSIBILITIES

(C-FB ISD District Teacher)

- Contact all new agencies and/or instructors to confirm their understanding of the program and instructor responsibilities.
- Contact the parents by the third week of the semester to inform them that you will be visiting their student.
- Off-Campus Staff Members will be assigned agencies to supervise and students to observe. These staff members will complete a minimum of three visits a semester to all agencies where students are enrolled.
- Contact Off-Campus Agency instructor to review their responsibilities.
- Maintain a file, including the following information on all Off-Campus Students:
 - Credit Agreement (copy of approved Off-Campus Physical Education Application)
 - Work-out schedule (Participation Log and Grade Report)
 - Grade Report
 - Attendance Report
 - Provide school counselors a grade and absence report for all Off-Campus Students each nine weeks.
 - The C-FB ISD OCPE Instructor agrees to visit the practice or work-out session of each student once per six weeks period.

**C-FB ISD OFF-CAMPUS PHYSICAL EDUCATION
APPLICATION**

TO BE COMPLETED BY STUDENT:

DATE: _____

NAME: _____

SCHOOL: _____

PARENT(S)/GUARDIAN(S): _____

SEX: MALE _____ FEMALE _____

GRADE LEVEL: _____ COUNSELOR: _____

ADDRESS: _____ CITY: _____

STATE/ZIP: _____ PHONE #: _____

PARENT EMAIL: _____

ACTIVITY: _____

EMAIL ADDRESS: _____

TO BE COMPLETED BY OFF-CAMPUS AGENCY:

NAME OF FACILITY: _____

ADDRESS: _____

PHONE #: _____ INSTRUCTOR: _____

1. Will the student's program meet the time requirements as specified in the guidelines? _____
2. Upon approval, will the agency agree to provide the off-campus physical education staff with a work out schedule, accurate absentee report and recommended grade for the student each nine weeks? _____
3. Will the program be open for regular visitation by school officials? _____
4. Will the program provide adult supervision at all times? _____
5. Will the agency provide a workout schedule for school district officials? _____

Signature of Instructor

Approval: _____
Principal

Approval: _____ Date: _____
Off-Campus P.E. Coordinator

Category I or Category II OCPE (Circle the appropriate one) Tuition: \$125.00