



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

The purpose of the Off-Campus Physical Education Program is to accommodate students who are making a serious effort to develop higher-level skills in a specific activity that exceeds 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 graduation requirements. Students are expected to be physically educated, along with being physically active. Students are expected to show accountability of skill development as well as learned physical activity. Knowledge of Health concepts and age appropriate social development are also requirements of the Texas Essential Knowledge and Skills for Physical Education.

## Description of the Off-Campus Physical Education Program

The OCPE Program is a partnership between the Conroe Independent School District and an approved Off-Campus agency. Examples of activities that facilities may provide are: dance, diving (*JH only*), equestrian, fencing, gymnastics, figure skating, golf (*JH only*), martial arts, rowing, swimming (*JH only*), tennis (*JH only*), and other **individual sports. Team sports and team sports private instruction are not eligible for this program.** Only instructional hours apply towards the state required time. Game days, competitions, and animal care/grooming do **not** apply toward the total weekly participation hours. Agencies must provide an alternative place of instruction during inclement weather. The CISD Coordinator of Health and Physical Education is responsible for overseeing the OCPE Program.

Junior high and high school students may participate in either Category I or Category II waivers. Junior high and high school students may earn 0.5 credits per semester for a total of four credits towards their physical education graduation requirement. High school students may not participate in activities that have a UIL matching sport on their campus.

In order for a waiver to be granted, CISD will follow the guidelines set 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.**

- **Category I - (Olympic/National Level – (for junior high and high school) - Participation 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 at the end of the day. Students dismissed **may not miss any class other than physical education.**
- **Category II – Junior High and High School - Participation includes a minimum of 5 hours per week, but less than 15 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 do not leave school early. Students are assigned an elective class in place of PE.

## Application Procedure (Students)

- Students will be scheduled for campus physical education classes, based on their physical education requirement needs, until the OCPE Program approval has been granted.
- Parents can enroll their student in Off-Campus Physical Education on the CISD PE & Health website beginning **March 13, 2023.**
- Agencies **must** be on CISD's approved agency list. The student's counselor has a complete listing of all approved facilities.
- Counselors will conference with students to discuss graduation requirements and scheduling needs. Until the Off-Campus application has been approved, students will remain in their assigned campus physical education class.
- Parents must complete the application on-line between March 13 - May 1, 2023. **Completing the campus course selection form does NOT enroll a student in OCPE.**
- Off-Campus physical education will be recorded on students' schedules and report cards.
- Parents and students should confirm that OCPE appears on students' schedules at the beginning of each semester and that students have received a grade on their report card.
- **Schools may place an "I" (Incomplete) or zero on students' report cards if agencies do not submit students' grades and/or attendance by the appropriate deadlines.** The vendors' students will receive a zero for the coinciding "grade cycle".
- Off-Campus facilities not submitting grade reports and attendance reports in accordance with written deadlines, may be removed from the approved Off-Campus facility list. Students enrolled in programs where the vendor becomes unapproved will be placed in a campus physical education class.
- Off-Campus applications (*vendor and student*) do not carry over from one year to the next. A new Off-Campus Physical Education Program Application for vendors and students must be submitted each school year.

## Parent Responsibilities:

- All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required deadlines. **The online student enrollment "window" will close on May 1st.**
- Students may only participate with one approved agency/instructor at a time.
- Students must participate a minimum of 15 hours per week for Category I. Category II waivers require a minimum of five hours, but less than 15 hours per week at an approved Agency. Participation begins at the start of the fall semester and continues through the entire school year (total of 36 weeks). Students who are unable to complete the 36 week requirement will be transferred into a general PE class. Students will receive 0.5 credits for Physical Education. For the OCPE Program, each hour of student participation is equivalent to one day of attendance or absence. Any missing training time must be "made up" by the

student. Students are not required to make up time for CISD scheduled holidays.

- Students participating in UIL athletics or team sports are not eligible to participate in Off-Campus Physical Education.
- **Absences:** A student who has a total of more than two absences from an off-campus physical education class within a semester will not receive credit for the semester. If a student is accumulating the required number of hours in less than five days a week; each absence counts as 1 ½ or 2 days depending on the number of hours missed on that day. A student must make up missed days. **A student's absences and grade must be recorded on the Grade Reporting Form, and a photocopy of the form must be sent to the student's campus captain at the end of every three-week grading period by email, mail or fax. Prior to the end of the semester, a final grade and attendance documentation must be sent to the campus "captain". Failure to comply with the established deadlines, may result in termination from the approved off-campus facility list.**
- Students participating in Category I must maintain 15+ hours of participation per week throughout the entire school year. Failure to maintain required participation hours will result in removal from the Category I program. Failure to complete the full year will result in no credit.
- In the case of short-term injury (7-14 days), students must continue to attend their Off-Campus Program and complete alternative learning activities. A doctor's note must be given to the instructor within three business days, with details describing what the student can and cannot do and when full participation is expected.
- In the case of long-term injury (longer than three weeks), students may be dismissed from the Off-Campus program and be reassigned to a campus physical education class.
- It is the parents responsibility to ensure that the Off-Campus facility they've chosen for their child is a safe and secure facility. Approval of an establishment by CISD is only based on the establishment meeting the TEA criteria for an Off Campus Physical Education substitution. No facility has been endorsed by Conroe ISD. Conroe ISD will not maintain or ask for criminal background checks. It is the parents' responsibility to ensure a safe environment for their child.

### Agency Responsibilities:

The agency coordinator or designee must attend a yearly informational meeting hosted by CISD to review the Texas Education Agency guidelines and CISD guidelines for Off-Campus Physical Education facilities.

- The Agency must designate an OCPE Agency Coordinator who is responsible for training all instructors to ensure that all OCPE program requirements are being upheld. A designated grade signer is responsible for submitting student grades to the appropriate campus on the reporting day by **noon**.
- The Agency and OCPE Agency Coordinator may be interviewed and asked to provide the documentation listed on the application before being approved.
- Agencies must provide a clean and safe environment in which students are "well supervised". The coach/instructor must be present at all times during the scheduled activity to provide guidance and instruction and to ensure safety.

- Agencies must provide an alternative place and plan for students participating in the OCPE program when there is inclement weather.
- Competition/game participation/animal care & grooming does not count toward Category I or Category II time requirements.
- The Agency will be dismissed from the OCPE program if there is evidence that OCPE program criteria and/or requirements are not being met or upheld.

### Agency Coordinator & Instructor Responsibilities:

- The OCPE Agency Coordinator must ensure that all instructors are "exceptionally trained". It is the responsibility of the Agency to provide documentation of the instructors training, certification and experience.
- The OCPE Agency Coordinator must ensure that all instructors teach and discuss the agreed upon physical education TEKS during scheduled practices or scheduled OCPE Program instruction time.
- The OCPE Agency Coordinator must ensure that all instructors provide the required documentation (*students' off-campus hours of participation and three weeks grade*) to students' "captain" by **noon** on each of the reporting period dates. A grade reporting form, with due dates, will be sent electronically to approved facilities prior to the start of school. The OCPE agency coordinator must provide evidence of student attendance upon request.
- The OCPE agency coordinator must notify the school counselor, **within three school days**, if the student does not meet the 90% attendance requirement. For the OCPE program, one hour of participation is equivalent to one day of attendance or absence. Agencies may round down—1.5 hours missed = 1 day of absence.
- The OCPE Agency Coordinator must provide CISD with current instructor contact and certification information as needed.

**Should a facility's location/director/instructor change at any time during the school year, it is the facility's responsibility to notify the Coordinator of Health and Physical Education within 10 business days of the change.**

Should the facility have multiple locations, the student's instruction must take place at the facility location indicated on the Off-Campus application.

The Coordinator of Physical Education will make unannounced site visits and will expect to see evidence of learned physical education TEKS. Off-Campus facilities will receive one warning for non-compliance of the OCPE program requirements. If a second breach of the OCPE program requirements occur, the agency may be removed from the OCPE program approved list.