

**Coppell Independent School District**  
**– MIDDLE SCHOOLS –**  
**OFF-CAMPUS PHYSICAL EDUCATION PROGRAM**  
**2009-2010**

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**PURPOSE**

The purpose of the Off-Campus Physical Education (OCPE) program offered by Coppell Independent School District (CISD) is to accommodate students who are making a serious effort to develop high level capabilities and to allow them to be involved in an off-campus program that provides training exceeding that offered in the school district.

**PROGRAM DESCRIPTION**

The OCPE program is a cooperative arrangement between the CISD and an approved off-campus sponsoring facility/agency. Activities are defined as those in which a student works with either a single teacher/coach or with a team teacher/coach at an approved agency during the regular school year.

**GENERAL GUIDELINES**

The following guidelines include a list of basic requirements/responsibilities that have been established by the CISD and the Texas Education Agency (TEA).

- **CATEGORY I** – OCPE activity programs may be approved for only those students who have been strongly recommended as possessing “Olympic” or “collegiate” potential by qualified instructors.
- **CATEGORY II** – OCPE activity programs may be approved for students desiring additional physical training in a particular area out-side the regular school day.
- The location of an off-campus facility can not be more than twenty five (25) miles from the Vonita White Administration Building, 200 South Denton Tap Road, Coppell, Texas.
- Students must pass all classes/courses for each semester to remain in the OCPE program. Any student who fails a second semester course will not be eligible for OCPE for the first semester of the following year.
- No students in elementary school will be considered for the off-campus program.
- Only those students in grades six (6) through twelve (12) will be eligible for consideration for the off-campus program.
- Health TEKS will be provided to the parent by the campus principal for home study with their child.

## **ELIGIBLE ACTIVITIES**

Activities available through the OCPE program are Olympic-type activities approved by the TEA that are not offered comprehensively through the physical education or athletic departments at CISD secondary schools.

Students involved in the activities of **art skating, ballet, cycling, equestrian, fencing, gymnastics, ice hockey, ice skating, lacrosse** and **martial arts** will be considered. Other activities may be considered.

## **AVAILABLE PROGRAMS**

Students applying for OCPE will be considered under the following categories:

### **CATEGORY I**

- This is a highly accelerated program comparable to an Olympic/collegiate training level (scholarship bound) that requires a minimum of fifteen (15) hours per week of highly intense, professionally supervised training by the student under the supervision of credentialed and/or certified instructors.
- Students qualifying at this level **may be dismissed** from school **ONE (1) PERIOD PER DAY** (either the first or the last period of the day) for such participation. Students dismissed may not miss any class other than physical education.
- Transportation must be arranged by the parents. Students must arrive and/or depart school in a manner that does not affect the remainder of his/her classes. Middle schools do not provide study halls for students who are in OCPE.

### **CATEGORY II**

- These programs are to be of high quality, well supervised by appropriately trained instructors, and consisting of a minimum of five (5) hours per week.
- Students certified to participate at this level **MAY NOT be dismissed** from any part of the regular school day.

## **ATTENDANCE**

In addition to the minimum hourly requirements for each category, the student must be enrolled in his/her supervised activity for five (5) days a week. The student must participate a minimum of four (4) days during the week (Monday through Friday) plus one (1) additional day that may fall on either the weekend or during the week for a total of five (5) days per week. The number of hours must add up to five (5) or fifteen (15) hours depending upon the requested category. The number of hours must be spread over five (5) days a week. For **CATEGORY I** students, at least eight (8) of the required hours each week must be completed Monday through Friday. A maximum of five (5) of the fifteen (15) required hours each week may be accounted for in competitive meets and/or tournaments. If the requirement of five (5) or fifteen (15) 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 OCPE staff. All such participation must be at the approved agency and under the direct supervision of the instructor.

Attendance in the OCPE program must comply with state compulsory attendance laws and the attendance for credit statute which requires a student to be present 90% of the days a class is offered in order to gain credit.

The student must participate in the OCPE program for the entire school year. Extended absence for injury or illness (not to exceed nine weeks) will be excused only with a physician's letter. Written assignments will be required by the OCPE instructor and submitted to the OCPE District Liaison as make-up work for time missed.

## **TRANSFERS**

The student may **NOT** transfer from a physical education or athletic class into an OCPE program after the deadline for application. However, the student may withdraw from the OCPE program and transfer back to an on-campus physical education or athletic program. Participation in a varsity athletic program will be subject to UIL rules.

## **REVOKING THE TRANSFER**

A student's physical education waiver may be revoked at the discretion of the school district if it is determined the student's participation in the program:

- no longer meets the criteria specified for the category chosen, or
- the student's attendance becomes irregular, or
- the student is not passing all of his/her classes, or
- the student has a pattern of late arrivals or early/late departures.

## **LIABILITY**

The CISD, its employees, agents, and its Board of Trustees shall be excluded from liability and/or medical expenses that may develop from the student's participation in an OCPE including travel to and from the program. CISD has no control over the daily activities of the program, quality of the program, or qualification of the instructors.

## **FITNESSGRAM**

Student must participate in state-mandated Fitnessgram at designated times as set by the OCPE District Liaison and CHS.

# INDIVIDUAL RESPONSIBILITIES

## 2009-2010

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### STUDENT AND/OR PARENTS

*The student and his/her parents are responsible for adhering to the following requirements:*

1. Obtain an OCPE packet from the school counselor.
2. Confer with the OCPE District Liaison about plans to enroll.
3. Make arrangements with the selected agency and instructor for participation during the selected grading period.
4. Submit a completed application and instructor agreement to the District Liaison **prior to August 4<sup>th</sup>**.
5. Ensure the student participates in his/her activity at one (1) approved agency under one (1) professional supervisor for at least the minimum amount of time per week as determined by the category chosen.
6. Ensure the student attends his/her activity on a regular basis that includes attending 90% of the days the class is offered.
7. Ensure the student participates in the program a minimum of thirty-four (34) weeks.
8. Submit records of participation and grades which are verified by the instructor to the OCPE District Liaison.
9. Provide transportation to and from the sponsoring agency.
10. Student will participate on the designated date of the state-mandated Fitnessgram.

### INSTRUCTOR

*The professional instructor must agree to:*

1. Provide copies of professional credentials to the OCPE District Liaison.
2. Meet with the OCPE District Liaison at the beginning of each school year and at least once each semester for the purpose of establishing a full understanding of all conditions involved.
3. Sign an Instructor Agreement stating he/she is aware of the emphasis on program objectives and on knowledge of the state mandated TEKS.
4. Sign and return the Application and the Activity Schedule for each student participating in the program.
5. Maintain and submit an accurate record of each student's attendance to ensure compliance with state laws regarding attendance for credit and compulsory attendance.
6. Evaluate each student's performance and submit a numerical grade based on the student's performance to the OCPE District Liaison one week prior to the end of the current grading period.
7. Observe and evaluate the student's attitude, work habits and progress and submit a citizenship grade (E, S or N).

8. Notify the OCPE District Liaison if the student fails to maintain a high level of performance and the instructor is withdrawing his/her recommendation for the student to be in the program.
9. Notify the OCPE District Liaison if there is a change in the number of hours per week.
10. Notify the OCPE District Liaison if the student's attendance becomes irregular or the student withdraws from the program.
11. Provide a written outline of the program objectives and activities to the OCPE District Liaison.

## **SPONSORING FACILITY OR AGENCY**

*The sponsoring facility or agency is responsible for:*

1. Providing professional instructors who will teach required lessons and provide necessary supervision to the students enrolled in their program.
2. Ensuring the Instructor Agreement is signed and returned to the parent/student within the designated time frame indicating the instructor is aware of the emphasis on the program objectives and that grading is based on performance and attendance.
3. Ensuring the Activity Schedule is completed and signed by the instructor and returned to the parent/student within the designated time frame.

## **STUDENT'S MIDDLE SCHOOL COUNSELOR**

*The Counselor will:*

1. Provide application and information packets to students interested in participation in the OCPE program.
2. Explain the differences between **CATEGORY I** and **CATEGORY II** OCPE programs.
3. Explain the student/parent responsibilities and answer any questions or concerns.
4. Check each application submitted to verify that the application is correctly and completely filled out.
5. Forward the application to the campus Principal for consideration.
6. Communicate with the student/parents of any concerns either by phone or in writing.
7. Schedule the student for first period or last period OCPE after final approval has been granted.
8. Maintain a file with the following documentation on each student approved for the program:
  - a. Approved OCPE application
  - b. Activity schedule
  - c. Grade report
  - d. Attendance report
9. Record the grades and attendance at the end of each grading period as received by the instructor of the OCPE program.
10. Send a copy of the completed application to the OCPE District Liaison..

## **CAMPUS PRINCIPAL**

*For CATEGORY I students, the campus Principal will:*

1. Review, approve or disapprove the request, and sign the student's application form.
2. Submit the signed application to the Assistant Superintendent for Curriculum for consideration.

*For CATEGORY II students, the campus Principal will:*

1. Review, approve or disapprove the request, and sign the student's application form.
2. Return the signed application to the student's Counselor.

## **DIRECTOR OF SECONDARY EDUCATION OR ASSISTANT SUPERINTENDENT FOR ADMINISTRATION**

*For CATEGORY I students, the Assistant Superintendent for Curriculum or Designee will:*

1. Review the application and approve or disapprove the request.
2. If approved, assign an OCPE district Liaison to each student and/or agency approved for participation.
3. Return the application to the originating middle school Counselor.
4. Notify the OCPE District Liaison of application final decision.

## **DISTRICT LIAISON**

*The OCPE District Liaison will:*

1. Visit all sponsoring facilities or agencies and/or instructors to explain the program and discuss instructor responsibilities at the initiation of an OCPE participant.
2. Visit/contact each sponsoring facility or agency a minimum of once (1) each semester for the purpose of establishing and maintaining proper communication and evaluation and ensuring compliance with TEA regulations.
3. Contact the Director of Secondary Education or the Assistant Superintendent for Administration if the facility/coach does not meet/maintain CISD guidelines.
4. Visit/contact each sponsoring facility or agency a minimum of once each semester for the purpose of establishing and maintaining proper communication and evaluation and ensuring compliance with TEA regulations.

**Coppell Independent School District**

**- MIDDLE SCHOOLS -  
OFF-CAMPUS PHYSICAL EDUCATION REPORT CARD  
2009-2010**

Student's Name \_\_\_\_\_

Campus \_\_\_\_\_

Counselor's Name \_\_\_\_\_

Grade \_\_\_\_\_

*Grades must be submitted to the Counselor one week prior to the end of the six weeks.*

<b>Six Weeks</b>	<b>Date Due to Counselor</b>	<b>Grade</b>	<b>*Citizenship Grade</b>	<b>Dates of Absences</b>	<b>Instructor's Signature</b>
<b>1<sup>st</sup></b>	<b>September 25, 2009</b>				
<b>2<sup>nd</sup></b>	<b>November 6, 2009</b>				
<b>3<sup>rd</sup></b>	<b>January 8, 2010</b>				
<b>4<sup>th</sup></b>	<b>February 19, 2010</b>				
<b>5<sup>th</sup></b>	<b>April 9, 2010</b>				
<b>6<sup>th</sup></b>	<b>May 26, 2010</b>				

**\*Citizenship Grades:**

- E Excellent
- S Satisfactory
- N Needs Improvement