

MELISSA SCHOOLS OFF CAMPUS PHYSICAL EDUCATION PROGRAM

OVERVIEW AND STUDENT APPLICATION

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 written and tested assignments that are based on the Texas Essential Knowledge and Skills for Physical Education.

Description of the Off-Campus Physical Education Program

The OCPE Program is a partnership between Melissa Schools and approved off-campus agencies that provide activities such as: Dance, Fencing, Gymnastics, Yoga, Lacrosse (high school club teams in spring semester only), Martial Arts, Rock Climbing, Rowing, Swimming and Archery. Click [here](#) for a current list of Melissa Schools OCPE Approved Agencies. 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. In addition to the physical activity offered at each agency, students will also be taught TEKS based curriculum and have assignments and tests over the material. Students will receive a numerical grade for each six weeks period and a final numerical grade for the semester. 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.

Students may participate in one of two different categories, Category I or Category II, depending on their grade level. Please read below for complete a description of each.

Middle School Students

Students in 7th or 8th grade may participate 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.

Middle and High School Students

In order for a waiver to be granted, Melissa Schools 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.**

- **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.

MELISSA SCHOOLS OFF CAMPUS PHYSICAL EDUCATION PROGRAM 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 Melissa Schools website.
3. Students must take the Application to the Agency to have the OCPE Coordinator sign the application. Agencies MUST be on Melissa School's Approved Agency List
4. Students must provide their student identification number, counselor name and contact information, campus data processor name and number, and email addresses.
5. Students must obtain their school counselor's signature on the OCPE program application.
6. Counselors will conference with students to discuss graduation requirements and to determine if the student needs the OCPE credit.

7. Parents, students and OCPE Agency will keep a copy of this Application for their records.
8. The OCPE student application must be received by the Melissa Schools 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.
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 student's schedule and report card. OCPE will not appear on student's schedule until 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.

MELISSA SCHOOLS OFF CAMPUS PHYSICAL EDUCATION PROGRAM RESPONSIBILITIES

Student/Parent Responsibilities:

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required deadlines, which are on or before the FIRST SCHOOL DAY OF THE FALL OR SPRING SEMESTER BY MIDNIGHT. 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 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 (total of 18 weeks) or transfer into a general PE class to receive 0.5 credits for Physical Education. 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 three six week's 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 P.E. 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.

The OCPE Attendance Policy is as follows:

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.

Unexcused Absences: A student is ill without a doctor's 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. Every Agency must have at least 2 approved instructors. 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 that the instructor shall be present at all times during the scheduled activity to provide guidance, instruction and to ensure safety.

3. Agency premises at which Melissa Schools students receive services must be located within 30 miles of Melissa Schools 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 Melissa Schools personnel during an announced or unannounced site visit. Melissa Schools will be expecting to see evidence of learned Physical Education TEKS. Melissa Schools will be looking for skill development, learned physical activity and health concepts and social development by observing students participating in appropriate activities.

7. Agency shall ensure that all local ordinances and state and federal laws are observed in its provision of services to Melissa Schools 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 and Instructor Responsibilities:

1. The OCPE Agency Coordinator shall ensure that all instructors are “appropriately trained” for Category II or “exceptionally trained” for Category I, meaning that the Agency shall provide certification and/or documentation of instructor training and experience.

2. The OCPE Agency Coordinator shall ensure that all instructors teach and discuss the agreed upon Physical Education TEKS curriculum during scheduled practices and/or scheduled OCPE Program instruction time.

3. The OCPE Agency Coordinator shall ensure that all instructors are following the weekly Physical Education TEKS curriculum workbook assignment schedule and that all OCPE students are completing the appropriate assignment(s).

4. The OCPE Agency Coordinator shall ensure that all instructors provide numerical grades based on the Melissa Schools OCPE Grading Policy, which includes student written work, student participation, test scores and any additional Agency assignments.

5. The OCPE Agency Coordinator shall provide the required documentation (student grade and attendance form) to student’s school data processor, counselors, and Melissa Schools OCPE Specialist on or before the identified date provided by the Health and Physical Education Supervisor. Melissa Schools will provide a copy of the school year calendar and the grading report period dates prior to the start of the school year. The calendar may also be accessed at www.melissaisd.org.

6. The OCPE Agency Coordinator shall notify the Melissa Schools Health and Physical Education Supervisor 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, 1-1½ hours of participation is equivalent to one day of attendance or absence.

7. In the event a Category I OCPE student is absent from school due to state and/or national level competition, the District shall make no distinction between absences for UIL activities and absences for Category I OCPE activities.

8. 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. The Agency must provide written notification two weeks prior to the competition and must be sent to the Health and Physical Education Supervisor explaining date(s), place and time of the state and/or national level competition. The Health and Physical Education Supervisor will then notify the student's campus. The OCPE Agency Coordinator must provide Melissa Schools with current instructor(s) contact information, teaching credentials, CPR certification, Texas and National Background Checks at least two weeks prior to the start of the school semester.

9. The OCPE Agency shall keep all OCPE curriculum safe and secure. Curriculum shall not be shared and all documents should be accessible to instructors only.

10. The OCPE Agency Coordinator shall NOT sign OCPE Program applications after the deadline dates have passed. Late or incomplete applications will not be considered.

11. The OCPE Agency Coordinator will meet all OCPE paperwork deadlines set by the Physical Education Coordinator.

**OFF-CAMPUS PHYSICAL EDUCATION WAIVER PROGRAM
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 ID #: _____ Male: _____ Female: _____

Parent/Guardian: _____

Parent Home Phone: _____ Work/Cell Phone: _____

Email: _____

Campus Information

Campus: _____ Grade Level: _____ Semester: _____ Fall _____

Spring Counselor Name: _____ Phone #: _____

Campus Data Processor Name: _____ Phone #: _____

High School: _____ Category I OR _____ Category II Middle School: _____ Category II only

Agency Information

Agency Name: _____ Agency Phone #: _____

Agency Coordinator Name: _____

Agency Coordinator Email: _____

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 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 _____

Completed applications and liability waivers must be submitted to the Physical Education Office on or before the first day of classes for the fall or spring semester. It is the responsibility of the student/parent to submit this application, not campus or agency personnel.

There will be no exceptions made for late or incomplete applications.

**RELEASE OF LIABILITY AND PERMISSION TO PARTICIPATE
IN THE OFF-CAMPUS PHYSICAL EDUCATION PROGRAM**

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

I hereby give permission for my child to participate in the Off-Campus Physical Education 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 Melissa 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 of Liability 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's Signature

Work Phone

Student's Name: _____

Student's Campus: _____

Completed applications and liability waivers must be submitted to the Physical Education Office on or before the first day of classes for the fall or spring semester. It is the responsibility of the student/parent to submit this application, not campus or agency personnel. There will be no exceptions made for late or incomplete applications.

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OCPE Attendance and Grading Policy

OCPE Attendance Policy:

Attendance is mandatory for the OCPE program, just like at any school in Melissa Schools.

Melissa Schools Board Policy (**FEC Legal**) states that in order to receive credit or a final grade for a class, a student is required to attend class 90 percent of the days that class is offered regardless of whether the student's absences are excused or unexcused.

If a student is going to be absent for an extended period of time, the OCPE agency should contact the Health and Physical Education Supervisor. Alternative placement in a campus PE class may need to occur.

- **Excused Absences: A student is absent from class due to a UIL school function or illness verified by a parent/guardian or doctor's note. If the absence is longer than 3 days, a doctor's note is required.**

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. Two weeks prior to the competition, the Agency must provide written notification to the Health and Physical Education Supervisor explaining date(s), place and time of the state and/or national level competition. The Health and Physical Education Supervisor will then notify the student's campus.

- **Unexcused Absences:** A student shall be considered absent if ill without a parent/guardian or doctor's note, attending a non-UIL school function/outside school activity without a parent note and/or skipping class. **Unexcused absences are counted as a "0" (zero) for the student's daily skill/participation grade. *Students may make up missed unexcused hours within the same week.**

OCPE Grading Policy:

OCPE grading must be a numerical grade based on the student's skill/participation, written assignments, and end of grading period tests or projects. Agencies must create a roster for each level of OCPE (7th grade, 8th grade, 1st time taker, 2nd time taker, 3rd time taker, and 4th time taker).

1. Skill/Participation Grade - Skill/participation grades shall be based on participation, effort, skill improvement, and attitude for each day of attendance for a possible 100 points. Students shall earn a weekly average participation grade. Excused absences are not counted against a student's skill/participation grade. Unexcused absences will result in a "0" (zero) for the day unless made up within the same week with Agency Coordinator approval.