

Lake Dallas Independent School District
OFF-CAMPUS PHYSICAL EDUCATION APPLICATION
2017-2018

Only students involved in the following activities will be considered for OCPE: **DANCE, EQUESTRIAN, FENCING, GYMNASTICS, ICE HOCKEY, ICE SKATING, LACROSSE, MARTIAL ARTS, GOLF, ROCK CLIMBING, ROWING, SQUASH, SWIMMING, TENNIS, AND CYCLING.**

Attention Parents: Lake Dallas ISD will charge \$100 per year for a student to be enrolled in Off- Campus Physical Education. The fee will be used to offset the administrative cost of the program; for personnel to visit the programs to assure that the required TEA guidelines are being met; and for staff time required in processing the grades, attendance, and reports.

A waiver will be granted to any student who qualifies for "Free and Reduced Lunch". Enrollment in OCPE will not be granted until the proper fee and annual application is completed. Make checks payable to LDISD and pay during schedule pick-up at your child's campus.

It is the parent/student's responsibility to provide all requested information with this application (see page 3).

Approval must be made by the OCPE District Liaison (Matt Clark).

TO BE COMPLETED BY PARENT
PLEASE PRINT AND RETURN to the OCPE District Liaison

STUDENT NAME _____ SCHOOL _____

GENDER M _____ F _____ GRADE _____

PARENT/GUARDIAN _____

PARENT E-MAIL ADDRESS _____ PHONE C _____ H _____

STREET ADDRESS _____ CITY _____ ZIP _____

SPORT _____

CATEGORY 1 (15 HRS/WEEK) _____ Circle one: My schedule should reflect OCPE A.M. or P.M.

CATEGORY 2 (5 HRS/WEEK) _____ NOSCHOOLRELEASETIME

FACILITY/PRACTICE FIELD/CLUB _____ PHONE _____

STREET ADDRESS _____ CITY _____ ZIP _____

INSTRUCTOR _____ E-MAIL _____ PH _____

FOR DISTRICT USE ONLY

Date Received _____ Received by _____ Category _____ Schedule _____

Fee _____ Amount Paid _____ CK#/Cash _____

Approval by:

_____ OCPE District Liaison

Lake Dallas Independent School District
OFF-CAMPUS PHYSICAL EDUCATION PERMISSION FORM
2017-2018

TO BE COMPLETED BY: The student and his/her parents

In order for this application to be considered, it must be completed and returned to the OCPE District Liaison

ATTENDANCE

In addition to the minimum hourly requirements for each category, the student must be enrolled and participate in his/her supervised activity for five (5) days a week, with four of those days falling during the school week. The number of hours must add up to five (5) or fifteen (15) depending upon the requested category. 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 the entire year. Extended absence for injury or illness will be excused only with a physician's letter. In this case, the student must still maintain hours with a combination of medical treatment (rehabilitation) and supervised activity. In an event of this not being possible, the OCPE District Liaison must approve make up requirements.

PARENT/STUDENT PERMISSION

My son/daughter (name) _____ has permission to participate in the LDISD OCPE Program for:

(activity) _____ at

(Off-Campus Facility) _____ as a

(circle one) CATEGORY I / CATEGORY II student.

Parent/Guardian's Signature _____ Date: _____

Student's Signature _____ Date: _____

**Lake Dallas Independent School District
OFF-CAMPUS PHYSICAL EDUCATION INSTRUCTOR
AGREEMENT AND ACTIVITY SCHEDULE
2017-2018**

The following schedule must be completed and signed by the instructor before the application will be considered. The instructor/facility should notify the OCPE Campus Liaison if a change occurs in the number of hours the student is participating.

TO BE COMPLETED BY: The Off-Campus Physical Education Instructor

It is my understanding (*name of student*) _____ is applying for an Off-Campus Physical Education waiver and the student must participate in his/her activity, under professional supervision, a minimum of 15 hours each week for **CATEGORY I** activities or a minimum of five hours each week for **CATEGORY II** activities. These activities must take place over 5 separate days with at least 4 days being during the school week. All activities must be completed at a single (one) approved agency. The records concerning daily attendance, grades, records of competition, etc. must be completed and returned to the OCPE District Liaison on appropriate dates. These will be specified by the district. The above-named student is scheduled to participate in a physical education program meeting this requirement as designated below:

| | BEGINNING TIME | ENDING TIME | ACTIVITY | TOTAL TIME |
|------------------------------|----------------|-------------|----------|------------|
| MONDAY | | | | |
| TUESDAY | | | | |
| WEDNESDAY | | | | |
| THURSDAY | | | | |
| FRIDAY | | | | |
| SATURDAY | | | | |
| SUNDAY | | | | |
| TOTAL AMOUNT OF TIME: | | | | |

As the instructor in this program, I am aware of the emphasis placed on meeting program objectives, grading based on performance, and consistent attendance policies established by LDISD. I understand the problems inherent in a program such as OCPE and as a result, recognize the importance of maintaining program integrity and record keeping. Therefore, I will support the following conditions as the off-campus instructor in this program:

1. I will provide copies of my credentials to the OCPE District Liaison and attach the copies to this form. *
2. I will submit a written outline of program objectives and activities and attach the outline to this form. *
3. I agree to keep an accurate record of student attendance on the form provided by the district and return this form to the OCPE District Liaison at the conclusion of each grading period.
4. I will forward a numerical grade based on student performance and a citizenship grade.
5. I agree to contact the OCPE District Liaison if the student's attendance becomes irregular, or is no longer enrolled in the program.

I understand that I am accountable to the LDISD for the participation of each student in off-campus physical education. I will make every effort to cooperate with the district. As a qualified instructor, my signature verifies the above schedule and recommends this student for participation in the program.

(Instructor's Signature)

(Date)

(Physical Address of activity)

(Phone #)

***Application will not be accepted without the instructor/course information on #1 and #2 above.**

**Lake Dallas Independent School District
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM
2017-2018**

PURPOSE

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

PROGRAM DESCRIPTION

The OCPE program is a cooperative arrangement between the LDISD 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 LDISD and the Texas Education Agency (TEA).

- **CATEGORY I** – OCPE 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 programs may be approved for students desiring additional physical training in a particular area outside of the regular school day.
- The location of an off-campus facility cannot be more than thirty (30) miles from LDISD Central Administration located at 104 Swisher Road, Lake Dallas, Texas.
- Only those students in grades six (6) through twelve (12) will be eligible for consideration for the off-campus program.
- Students must pass all classes/courses each semester to remain in the OCPE program.
- Health TEKS will be provided to the parent by the campus counselor for home study with their child (for LDMS students).
- While enrolled in OCPE, a student may not be enrolled in LDISD Athletics.
- OCPE at the middle school is a year-long commitment—it cannot be taken for only one semester.

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 LDISD secondary schools. Students involved in the activities of **DANCE, EQUESTRIAN, FENCING, GYMNASTICS, ICE HOCKEY, ICE SKATING, LACROSSE, MARTIAL ARTS, GOLF, ROCK CLIMBING, ROWING, SQUASH, SWIMMING, TENNIS, AND CYCLING** will be considered. Other activities may be considered. *In accordance with Board Policy [EIF(Local)]students seeking high school physical education must be accepted for an Olympic level training program.*

AVAILABLE PROGRAMS

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

CATEGORY ONE

- 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 PERIOD PER DAY** (either the first or the last period of the day) for such participation.
- 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. The middle school does not provide study hall for students who are in OCPE.

CATEGORY TWO

- 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 and participate in his/her supervised activity for five (5) days a week, with four of those days falling during the school week. The number of hours must add up to five (5) or fifteen (15) depending upon the requested category. 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 the entire year. Extended absence for injury or illness will be excused only with a physician's letter. In this case, the student must still maintain hours with a combination of medical treatment (rehabilitation) and supervised activity. In an event of this not being possible, the district OCPE liaison must approve make up requirements.

TRANSFERS

The student may withdraw from the OCPE program and transfer back to an on-campus physical education or athletic program. Participation in the athletic program will be subject to UIL rules and approval of campus athletic coordinator.

REVOKING THE WAIVER

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 LDISD, 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 program including travel to and from the program. LDISD has no control over the daily activities of the program, quality of the program, or qualification of the instructors.

INDIVIDUAL RESPONSIBILITIES 2017-2018

STUDENT AND/OR PARENTS

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

1. Obtain an OCPE packet from district's campus website
2. Confer with the OCPE 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 your \$100 enrollment fee to the OCPE District liaison.
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. Submit records of participation and grades, which are verified by the instructor to the campus liaison.
8. Provide transportation to and from the sponsoring agency.

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 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 (1) week prior to the end of the current grading period.
7. 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.
8. Notify the OCPE District Liaison if there is a change in the number of hours per week.
9. Notify the OCPE District Liaison if the student's attendance becomes irregular or the student withdraws from the program.
10. 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.

CAMPUS ADMINISTRATION

Campus administration will:

1. Ensure the grade reported by the facility instructor is recorded.
2. Communicate with the OCPE District Liaison to resolve issues.

DISTRICT LIAISON

The OCPE District Liaison will:

1. Visit or communicate with 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 each year for the purpose of establishing and maintaining proper communication and evaluation and ensuring compliance with TEA regulations.
3. Contact the K – 12 Physical Education Coordinator if the facility/coach does not meet/maintain LDISD guidelines.
4. Maintain a file with the following documentation on each student approved for the program:
 - Approved OCPE application
 - Activity schedule
 - Grade report
 - Attendance report
5. Record the grades and attendance at the end of each grading period as received by the instructor of the OCPE program.