

**Aledo Independent School District**  
**OFF-CAMPUS PHYSICAL**  
**EDUCATION PROGRAM 2023-2024**  
**Middle School General Information**

**Purpose:** The purpose of the Off-Campus Physical Education (OCPE) program offered by the Aledo Independent School District (AISD) 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 that is not offered comprehensively through the district's Physical Education or Athletic Department.

**Description:** The OCPE Program allows students in grades 7 and 8 to satisfy middle school physical education requirements. Students will be expected to demonstrate skill development, an understanding of health concepts, and social development based on the Texas Essential Knowledge and Skills (TEKS) for Physical Education through participation in their selected physical activity. The program is a partnership between AISD, the student, and an approved off-campus agency/facility selected by the student.

**Eligible activities for Middle School:** Only those students involved in the activities of **ARCHERY, EQUESTRIAN, FENCING, FIGURE SKATING, GOLF, GYMNASTICS, ICE HOCKEY,** and **SWIMMING** will be considered for OCPE. Additional considerations may be presented to the Executive Director of Student Services for AISD.

**Approved Agency List:** Private or Commercially Sponsored Agencies **MUST** be on the AISD's approved agency list. If not, the agency must submit the OCPE Program Cooperative Agreement to the Executive Director of Student Services for AISD. A conference will be conducted between the agency and the Executive Director of Student Services. If the agency meets the qualifications set forth in the Cooperative Agreement, an AISD designee will complete and submit an application to the Texas Education Agency for final approval.

**Available Programs:** In order for a waiver to be granted, AISD will follow the guidelines set by the law as stated in the Texas Administrative Code, 19 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. Middle School students applying for OCPE will be considered under the following Category of off-campus physical education:

**CATEGORY I (Grades 7-8):**

- These programs are designed for the Olympic/National level athletes involved in a **minimum of 15 hours per week** of highly intensive, professionally-supervised training. The 15 hours must be practice hours, and may not include competition times and/or meetings. The training facility, instructors, and the activities involved must be of exceptional quality, as determined by the Aledo ISD superintendent or designee.
- 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 provided/arranged by the parent(s). Students must arrive and/or depart school in a manner that does not affect the remainder of his/her classes.

## CATEGORY II (Grades 7 - 8 ):

- These programs are designed for athletes involved in a **minimum of 10 hours per week** of high quality, well-supervised training by appropriately trained instructors. The 10 hours must be practice hours, and may not include competition times and/or meetings. The private or commercially- sponsored agency must provide physical activities that are of high quality, well-supervised, and with appropriately trained instructors, as determined by the Aledo ISD Superintendent or designee.
- Students qualifying at this level **MAY NOT be dismissed** from any part of the regular school day.
- Students may successfully complete two (2) semesters of OCPE in order to satisfy middle school physical education requirements.

**Attendance:** The student must participate in the OCPE Program the entire semester/year for which they apply. 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.

- A student may NOT keep their own attendance.
- Extended absence for injury or illness will be excused only with a physician's letter. The letter must be given to the instructor with specific details describing what the student can and cannot do and when full participation is permitted. The student must continue to go to their Agency and do alternative activities even if he/she is injured. Written assignments will be required as make-up for the time missed.
- If the time requirements of the week cannot be fulfilled because of inclement weather, injury, etc. the hours must be rescheduled and/or additional assignments must be completed by the student through the Agency.
- Attendance for participation in OCPE programs is only counted for practice hours, not competition or performance hours. Absences from school due to OCPE competitions or performances will be deemed unexcused absences.

**Grades/Required Documents:** Each marking reporting period the student will complete a journal log for their weekly OCPE activities (Journal Log included in Student Application Form). The journal log must be returned to the designated OCPE Campus Coordinator for each marking period by the report deadlines on the student application. The **OCPE agency liaison** will return the following information **to the OCPE Campus Coordinator** by the report deadlines in the student application: a **grade of "pass" or "fail"** based on student participation in the TEKS based program, the student **attendance log**, and a **citizenship grade of an "E", "S", "N", or "U"** (See Agency Agreement form).

**FITNESSGRAM:** The student must participate in the state-mandated FITNESSGRAM assessments at designated times as set by the OCPE Campus Coordinator and Campus PFAI Coordinator.

**Removal from the OCPE Program:** A student may be removed from the OCPE Program at the discretion of the school district if it is determined the student or agency is not complying with the guidelines. No partial credit will be awarded. A student may be removed from the program for the following reasons:

- The program no longer meets the criteria specified for the category chosen.
- The student's attendance does not meet the 90% requirement.
- Failure on the part of the OCPE Agency to report grades and citizenship by the prescribed deadline.
- Failure on the part of the student to turn in workout journal for each marking period.

**Removal Procedures:** The Campus OCPE Coordinator will conference with the agency, parent, and student to discuss the specific issue. If the problem is failure to meet submission deadlines for required documents, one warning be issued and a new deadline established to submit documents to the campus coordinator. If the new deadline is not met, the OCPE agreement will be revoked and the student will be removed from the OCPE program. In addition the student will not receive credit for PE unless they enroll in a middle school PE course.

A repeat offense for any issue will result in the student being removed from the OCPE program. If a student is removed from an OCPE program for failure to meet their obligations, they are no longer eligible to participate in the OCPE program in Aledo ISD. If an agency fails to meet deadlines they will be removed from the approved list of OCPE agencies. In this instance students will be in an on campus PE program for the remainder of the semester.

**General Guidelines:** The following guidelines include a list of basic requirements/responsibilities that have been established by AISD and the Texas Education Agency (TEA):

1. The student must submit an application to the Campus OCPE Coordinator. The OCPE Agency must submit their application to the Executive Director of Student Services to be considered as a TEA approved agency. Students **will not** be enrolled in the OCPE Program until all completed paperwork has been received and forwarded to the Executive Director of Student Services for review and final approval.
2. A **new application** must be submitted **EACH school year**. Applications can be found on the Aledo ISD website at [www.aledoisd.org](http://www.aledoisd.org) under Departments-Student Services - Off Campus Courses.
3. Only students in Grades 7 – 12 will be eligible for consideration for the OCPE Program. Students in grades Pk-6 will not be considered for the OCPE program.
4. Per University Interscholastic League (UIL) rules, a student may not be enrolled in OCPE and any other general Physical Education class or athletics at the same time.
5. A student may only participate with one agency/instructor at a time. Summer activities will not be counted. Students must participate in the OCPE program for the **entire semester**.
6. Agency premises at which AISD students receive services must be located within thirty five (35) miles of the AISD Administration Building, located at 1008 Bailey Ranch Rd, Aledo 76008.
7. The Campus OCPE Liaison will be responsible for supervising the OCPE Program standards to ensure that each student receives a quality off-campus physical education experience.
8. AISD, 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. AISD has no control over the daily activities of the program, quality of the program, or qualification of the instructors.

**Procedures:**

1. The student will be scheduled for Physical Education classes based on their physical education requirement needs until the OCPE Program approval has been granted.
2. The student may obtain the **OCPE Program Information Packet and Application** in the counselor's office or on the Aledo ISD website at [www.aledoisd.org](http://www.aledoisd.org) under Departments-Student Services - Off Campus Courses.
3. The student and parent(s) must read all information in the packet and fill out the appropriate portion of the application.
4. The student must obtain their **Campus OCPE Coordinator's signature** on the OCPE Program Application.
5. **The campus counselor will conference with the student** to discuss scheduling needs. The student will stay enrolled in the appropriate P.E. class, if necessary, until the OCPE Campus Coordinator either approves or denies the student's application.
6. The student must take the Application to the Agency to have the OCPE Agency Coordinator and Instructor fill out and sign the appropriate portions of the Application. Agencies and OCPE Agency Coordinators **MUST** be on AISD's Approved Agency List. If not, the Agency must submit the OCPE Program Cooperative Agreement for approval.

7. The student, parent, and OCPE Agency should **keep a copy** of the Application for their records. The completed Application must be received at the Administration Office by mail or hand delivery **at least two weeks prior to the beginning of the semester for which the student is applying.**
8. Applications will be carefully reviewed by the OCPE Campus Coordinator followed by a **confirmation to the parent/student and student's counselor.**
9. If approved, the **counselor will make appropriate schedule changes**, and OCPE will be displayed on the student's schedule and report card.
10. Parents and students should confirm that OCPE appears on the student's schedule at the beginning of each semester and that the student is receiving a grade for each marking period.
11. The OCPE Campus Coordinator will contact the parent/student and OCPE Agency prior to the beginning of the semester to review guidelines, procedures, and required documentation.
12. **Any changes in schedule must be reported immediately to the OCPE Campus Liaison.**
13. The OCPE Campus Liaison may make announced and unannounced visits to the Agency during each semester.
14. The **OCPE Agency Instructor**, who is responsible for the attendance recordkeeping and grade reporting, will **e-mail or fax the Attendance/Grade Record sheet** to the OCPE Campus Liaison on the last day of each marking period. See dates below. Parents and students are NOT allowed to deliver this information.
15. The OCPE Campus Liaison will submit the **Attendance/Grade Record sheet** to the counselor for processing on campus.

**DUE DATES:**

- 1<sup>st</sup> marking period – 10/4/23**
- 2<sup>nd</sup> marking period – 12/13/23**
- 3<sup>rd</sup> marking period – 3/1/24**
- 4<sup>th</sup> marking period – 5/16/24**

16. A new OCPE Program Application must be submitted each school year to the school counselor.

Aledo ISD  
 Administration Building  
 1008 Bailey Ranch Rd  
 Aledo TX 76008

Scott Kessel, Executive Director of Student Services  
 Office: (817) 441-5161      Fax: (817) 441-4234

[skessel@aledoisd.org](mailto:skessel@aledoisd.org)

Rebecca Deatherage, Secretary for Student Services  
 Office: (817) 441-5161      Fax: (817) 441-4234

[rdeatherage@aledoisd.org](mailto:rdeatherage@aledoisd.org)

Aledo Independent School District  
**OFF-CAMPUS PHYSICAL EDUCATION  
PROGRAM 2023-2024  
STUDENT APPLICATION – Middle School**

This form must be completed and signed to acknowledge the understanding of the OCPE program criteria and requirements before approval will be considered. For this application to be considered, it must be **completed, signed, and received** at the Administration Building **at least two weeks prior to the beginning of the semester for which the student is applying.**

Only those students involved in the activities of **ARCHERY, EQUESTRIAN, FENCING, FIGURE SKATING, GOLF (G7 and G8 only), GYMNASTICS, ICE HOCKEY, AND SWIMMING (G7 and G8 only)** will be considered for the OCPE Program. *Request for consideration of other activities to be added to the OCPE program can be directed to the Executive Director of Student Services.*

**Please Print:**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_  
Parent(s) or Guardian(s) Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Parent Work Phone: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_  
Parent Email: \_\_\_\_\_

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_  
I am applying for OCPE in the following Activity/Sport: (Circle One) **ARCHERY EQUESTRIAN FENCING FIGURE SKATING GOLF (G7-G8 ONLY) GYMNASTICS ICE HOCKEY SWIMMING (G7-G8 ONLY)**  
**Middle School:** \_\_\_\_\_ 1<sup>st</sup> Semester \_\_\_\_\_ 2<sup>nd</sup> Semester \_\_\_\_\_ Both Semesters  
**CATEGORY I** \_\_\_\_\_ **CATEGORY II (10 hrs./week)** \_\_\_\_\_

Name of Agency/Facility/Practice Field/Club: \_\_\_\_\_  
Agency Coordinator: \_\_\_\_\_ Agency Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Agency Coordinator Email: \_\_\_\_\_ Agency Fax: \_\_\_\_\_  
Agency Instructor: \_\_\_\_\_ Instructor Phone: \_\_\_\_\_  
Agency Instructor Email: \_\_\_\_\_ Best Time to Contact Instructor: \_\_\_\_\_

**TO BE COMPLETED BY PARENT**

**RELEASE OF LIABILITY AND PARENT PERMISSION TO PARTICIPATE**

I have carefully read the guidelines of the Off-Campus Physical Education Program and I agree to comply with those regulations. 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 all risk surrounding the transportation of my child to and from these activities.

I hereby release Aledo Independent School District, its Board of Trustees, its 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. The Aledo Independent School District is not responsible for accident or hospitalization insurance. I understand that the Aledo Independent School District has no control over the daily activities of the program, quality of the program, or qualifications of the instructor in the program.

Having read this Release 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

\_\_\_\_\_  
Cell Phone and/or Work Phone

My son/daughter, \_\_\_\_\_, has permission to participate in the Off-Campus Physical Education  
(Name of Student)

Program for \_\_\_\_\_ at \_\_\_\_\_  
(Name of Sport/Activity) (Name of Off-Campus Agency/Facility/Practice Field/Club)

By signing this OCPE Program Application, the student, the parent, and the OCPE Agency Coordinator, understand and acknowledge that this Program will substitute for a P.E. course that is required, a pass or fail grade will be issued each six weeks to the student 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.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of OCPE Agency Coordinator

\_\_\_\_\_  
Date

**FOR DISTRICT USE ONLY**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_ Category I \_\_\_\_\_ Category II (10 hrs) \_\_\_\_\_

1<sup>st</sup> semester \_\_\_\_\_ 2<sup>nd</sup> semester \_\_\_\_\_ Both \_\_\_\_\_

Approved \_\_\_\_\_ NOT Approved \_\_\_\_\_ Date Email sent to Parent & Counselor: \_\_\_\_\_

OCPE Liaison: \_\_\_\_\_



# Aledo ISD OCPE Journal Log

## 2023 - 2024

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please Print First Name Last Name

Campus: \_\_\_\_\_ OCPE Campus Coordinator: \_\_\_\_\_

Marking Period Reporting Documentation:

\_\_\_\_\_ 1<sup>st</sup> Due 10/1/23 \_\_\_\_\_ 2<sup>nd</sup> Due 12/13/23 \_\_\_\_\_ 3<sup>rd</sup> Due 3/1/24  
\_\_\_\_\_ 4<sup>th</sup> Due 5/16/24

| Day       | Date | Workout Summary |
|-----------|------|-----------------|
| Monday    |      |                 |
| Tuesday   |      |                 |
| Wednesday |      |                 |
| Thursday  |      |                 |
| Friday    |      |                 |

| Day       | Date | Workout Summary |
|-----------|------|-----------------|
| Monday    |      |                 |
| Tuesday   |      |                 |
| Wednesday |      |                 |
| Thursday  |      |                 |
| Friday    |      |                 |

| Day       | Date | Workout Summary |
|-----------|------|-----------------|
| Monday    |      |                 |
| Tuesday   |      |                 |
| Wednesday |      |                 |
| Thursday  |      |                 |
| Friday    |      |                 |



# Aledo ISD OCPE Journal Log

## 2023 - 2024

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Please Print First Name Last Name

| Day       | Date | Workout Summary |
|-----------|------|-----------------|
| Monday    |      |                 |
| Tuesday   |      |                 |
| Wednesday |      |                 |
| Thursday  |      |                 |
| Friday    |      |                 |

| Day       | Date | Workout Summary |
|-----------|------|-----------------|
| Monday    |      |                 |
| Tuesday   |      |                 |
| Wednesday |      |                 |
| Thursday  |      |                 |
| Friday    |      |                 |

| Day       | Date | Workout Summary |
|-----------|------|-----------------|
| Monday    |      |                 |
| Tuesday   |      |                 |
| Wednesday |      |                 |
| Thursday  |      |                 |
| Friday    |      |                 |