

2011-2012
PROCEDURE FOR SECURING
OFF-CAMPUS PHYSICAL EDUCATION CREDIT

1. All students interested in obtaining Off-Campus Physical Education credit will be directed to their counselor.
2. The counselor will explain the three categories of Off-Campus Physical Education and give the student an Application for Off-Campus Physical Education.
3. The completed application should be returned to the counselor.
4. The counselor will then review the application with the principal and obtain the principal's signature on the application.
5. The counselor will forward the application to I.C. Little's office for final approval. After final approval, the application will be returned to the counselor. *Applications must receive final approval prior to the 1st week of each semester. No application will be accepted after the third week of each semester.*
6. Upon receipt of the approved application, the counselor will send the "provider-of-services packet" to the coach or organization providing the Off-Campus Physical Education services. The provider will finalize the process by returning the Acknowledgement of Responsibilities Statement to the counselor.
7. The counselor or principal designee will review the log and grade sheet each six weeks to verify that the student is meeting the AISD requirements for attendance and hours prior to entering the grade.

PLEASE DISPOSE OF ALL OLD FORMS/PACKETS RELATING TO
OFF-CAMPUS PHYSICAL EDUCATION.

ARLINGTON INDEPENDENT SCHOOL DISTRICT 2011-2012

OFF-CAMPUS PHYSICAL EDUCATION SERVICE PROVIDER'S PACKET

The Arlington Independent School District has agreed to consider physical activity offered at your site for credit in physical education if AISD guidelines are met. A visit to your site may be necessary during the school year.

Enclosed are copies of forms for recording attendance and grades for students at your site. Please make copies so that you will have the forms available for each six-week grading period. Also enclosed is a list of schools and addresses. The grade and participation log forms should be sent to the Counseling Office at the school where each student attends. The following guidelines are to be used in completing the forms:

- A student must be in attendance 90% of the stipulated hours, with no more than five (5) unexcused absences per semester (exception Category III).
- A Participation Log and Grade Reporting form must be completed and verified by your business or organization for each six weeks.
- The Grade Reporting form and Participation Log must be mailed by your organization to the Counseling Office for each six-week grading period. **The student will not receive credit if you fail to meet this requirement.**

CATEGORY I:

- The student must have strenuous activity for a minimum of fifteen (15) hours each week for eighteen (18) weeks per semester. Students qualifying and participating at this level may be dismissed from school for one period per day for such participation.
- The student must participate a minimum of four (4) days per week (Monday through Friday), plus an additional day that may fall on either the weekend or during the week.

CATEGORY II:

- The student must have strenuous activity for a minimum of five (5) hours each week for eighteen (18) weeks per semester and may not be dismissed from any part of the regular school day.

CATEGORY III:

- See next page

If you have questions regarding Off-Campus Physical Education, please contact my office at 682-867-1951.

Sincerely,

I.C. Little
Director of Athletics/Physical Education

SPECIAL CATEGORY 3 OCPE

This special program is available to all Jr. High and High School students who are also enrolled in OCPE Olympic level athletics and allows the student to adjust their schedule to take less than the required daily course load. High school students enrolled in Special Category 3 OCPE will receive a maximum of one half credit per semester. Students must meet all of the conditions and qualifications for Category 1 Off-Campus Physical Education, enroll in Category 1 OCPE, and additionally meet the following criteria:

1. The student must already be at an advanced competitive level in their sport as certified by the instructor.
2. The student must participate in their sport, under professional supervision, a minimum of 25 hours each week at one approved facility.
3. The student must maintain a minimum 85 grade average in each of their regular level classes or a 75 in advanced classes to remain eligible for the program. Grade averages will be checked each 6 weeks. Students will be placed on probation for one grading period for failure to maintain the required grade average. Students who do not maintain the proper grade average will be enrolled in the regular school program.
4. High school students must maintain a schedule and be enrolled in a 4-year plan to ensure graduation under the State Recommended Plan or the Distinguished Achievement Plan.
5. The student may not change program facilities during the school year and remain in the program and may not have any unexcused absences.
6. The student and parent(s) must meet with the Principal and counselor to discuss the feasibility of a schedule, and prepare a sample schedule, before a request for Special Category OCPE will be considered. The schedule must include the core courses as defined by the school.

**ARLINGTON INDEPENDENT SCHOOL DISTRICT
2011-2012
Off-Campus Physical Education Grade Reporting Form**

Student's Name (Print)	Student's ID#
School/Campus	Campus Administrator
Activity Site	

Grade reports will be due to the school campus on the following dates:

FIRST SEMESTER

Friday, September 30, 2011

Friday, November 11, 2011

Tuesday, December 20, 2012

SECOND SEMESTER

Friday, February 17, 2012

Friday, April 13, 2012

Thursday, May 31, 2012

Numeric Activity Grade: _____

Citizenship Grade: _____

**A=Meeting expectations
B=Needs Improvement**

**C=Unacceptable behavior
F=Failing**

Contact Person's Signature	Date
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Attach to Participation Log and submit to the campus Counseling Office on the dates specified above.

OFF-CAMPUS PHYSICAL EDUCATION

This application is valid *one year only* and must be completed at the beginning of each school year.
***FORM MUST BE COMPLETELY FILLED OUT TO BE PROCESSED.**

NAME OF STUDENT	SCHOOL ATTENDING	
STUDENT ID#	TYPE OF ACTIVITY	
ADDRESS	CITY	ZIP
PARENT/GUARDIAN SIGNATURE	P/G HM TELEPHONE	P/G WK TELEPHONE

CATEGORY: (Circle One)	SEMESTER: (Circle One)
I (Minimum of 15 hours per week)	1 2 1&2
II (Minimum of 5 hours per week)	1 2 1&2
III (Minimum of 25 hours per week)	1 2 1&2
Credit is requested for Grade: 7 8 9 10 11 12 (Circle One)	

NAME OF PROGRAM SUBMITTED FOR APPROVAL	NAME OF CONTACT PERSON		
ADDRESS	CITY	ZIP	CONTACT TELEPHONE

INDICATE THE DAY(S) OF THE WEEK AND THE TIME OF DAY THE STUDENT PARTICIPATES

<input type="checkbox"/>	Monday	_____	to	_____	am. / p.m.	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">ADDITIONAL TIME</div> <div style="text-align: center; border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;">TOTAL HOURS</div>
<input type="checkbox"/>	Tuesday	_____	to	_____	am. / p.m.	
<input type="checkbox"/>	Wednesday	_____	to	_____	am. / p.m.	
<input type="checkbox"/>	Thursday	_____	to	_____	am. / p.m.	
<input type="checkbox"/>	Friday	_____	to	_____	am. / p.m.	
<input type="checkbox"/>	Saturday	_____	to	_____	am. / p.m.	
<input type="checkbox"/>	Sunday	_____	to	_____	am. / p.m.	

If this program is approved, what schedule modifications will be made for this student?

_____ PRINCIPAL	_____ DIRECTOR OF ATHLETICS/PHYSICAL EDUCATION
_____ DATE	_____ DATE
_____ COUUNSELOR	_____ FAX NO.

IMPORTANT: AISD *does not* require off-campus physical education providers to conduct criminal background checks.

ARLINGTON INDEPENDENT SCHOOL DISTRICT
2011-2012
Off-Campus Physical Education

ACKNOWLEDGEMENT OF RESPONSIBILITIES

Student's Name

Student's I.D. #

School

Counselor's Name

I will provide strenuous physical activity for the above named student for the time periods and dates specified on their application.

I will provide an accurate participation log for all sessions. I further understand that participation logs and grade sheets must be turned in to the counselor's office on the dates outlined in this packet. I realize that my failure to do so will result in loss of Off-Campus Physical Education credit for my student.

Off-Campus P.E. Provider (please print)

Off-Campus P.E. Provider Signature

Date

Organization Providing Activity

Address

City

Zip

Phone

RETURN TO SCHOOL COUNSELOR