

Irving Independent School District

GUIDELINES FOR OFF-CAMPUS PHYSICAL EDUCATION

1. PURPOSE OF PROGRAM

There are students in the Irving Independent School District who participate in individual fitness activities that are not offered comprehensively by the physical education (P.E.) and/or athletic departments. The Irving ISD Off-Campus Physical Education Program allows students in grades 6-12 to earn school credits for their commitment to these activities if the activity is approved by the Texas Education Agency and the Irving Independent School District.

Board Policies EIF (Legal) and EIF (Local) permit the district to substitute such programs for up to two state graduation credits in physical education for students in 9th –12th grades. *The Irving ISD Board of Trustees extends the same opportunity to middle school students to substitute off-campus P.E. programs for local district Physical Education requirements.*

2. DESCRIPTION OF THE PROGRAM

The program is a cooperative arrangement between Irving Independent School District, the student, and an approved off-campus agency selected by the student. The District has no responsibility other than assuring itself that the program complies with these Guidelines. The Irving ISD is excluded from liability/medical expenses that may develop from the student's participation in the off-campus activity including travel to and from the program.

The student must submit an application to the District's Coordinator of Health and Physical Education and pay the prescribed fee before the off-campus activity can be approved as the replacement of a class period and/or a credit substitution.

Irving ISD chooses to offer two categories of off-campus physical education as authorized in 19 TAC §74.11 (d)(7)(C) and to extend this substitution opportunity to middle school students who have local P.E. requirements:

Category A: Olympic-Level Participation and/or Competition that Allows the Student to be Dismissed from a Physical Education Class

The student must participate in his/her selected activity, at the approved agency, under professional supervision, a **minimum of fifteen hours each week**. The required fifteen hours each week must be **spread over at least four days** and include **at least ninety minutes of instruction** by the approved instructor. A maximum of two of the fifteen required hours each week may be accounted for in

competitive meets/tournaments. At least five of the required hours each week must be completed Monday through Friday. The student may not be dismissed from any class other than physical education class.

Category B: Private or Commercially-Sponsored Physical Activities that Do Not Require the Student to Miss a Class

This includes activities that are certified by the Superintendent or designee (Coordinator of Health and Physical Education) to be of high quality and well supervised by appropriately trained instructors. Student participation of **at least five hours per week is required.**

3. ACTIVITIES OFFERED

Activities available through the Off-Campus Program are limited to activities **that are not offered comprehensively through the physical education or athletic departments** of the Irving ISD.

4. RESPONSIBILITIES OF THE COORDINATOR OF HEALTH AND PHYSICAL EDUCATION

- Provide appropriate application forms to school counselors.
- Visit all new agencies and/or instructors to explain the program and instructor responsibilities. If the agency and instructor(s) meet the requirements, have the instructor sign an Instructor Agreement to keep on file.
- The Coordinator of Health and Physical Education will notify the school counselor concerning the approval or disapproval of each application.
- Visit with the parent(s) about the program and their responsibilities.
- Maintain communication throughout the semester with the student's off-campus coach to address attendance and final grade.
- Maintain a file, including the following information, on all off-campus students:
 - a. Credit agreement
 - b. Activity schedule
 - c. Attendance report
 - d. Grade report
- Provide school counselors a grade and absence report for all off-campus students at the end of the semester in a timely manner..

5. REQUIREMENTS OF THE PROVIDER AGENCY

- Must provide professional instructor(s) who will teach required lessons and provide necessary supervision.
- Must be located within fifteen miles of the Irving Independent School District Administration Building.

6. REQUIREMENTS AND RESPONSIBILITIES OF THE AGENCY INSTRUCTOR

- Sign applications and activity schedules for students participating in the Off-Campus Program at the instructor's agency.
- Sign an Instructor Agreement stating that he/she is aware of the emphasis on program objectives and grading based on performance and attendance.
- Maintain an accurate record of student attendance and make it available to off-campus physical education staff, if needed.
- Evaluate each off-campus student's performance and attendance. Submit a numerical grade recommendation for each student based on performance and attendance at the end of the semester for posting on the report card and transcript.
- Submit a six-weeks pass/fail grade to the school counselor for eligibility purposes if the student is involved in UIL activities.
- Inform the Irving ISD Coordinator of Health and Physical Education if a student's attendance becomes irregular or if the student is not meeting the requirements of the program.

7. REQUIREMENTS AND RESPONSIBILITIES OF THE STUDENT

- Indicate a serious intent to obtain a high degree of proficiency in an approved activity.
- Remit tuition of \$75 per semester to Irving ISD to partially defray the district's expense in providing qualified supervision, monitoring of student participation, and maintenance of required records.
- Complete an application and return it to the Physical Education Office by the first week of the semester for which he/she is registering.
- May participate in on-campus and off-campus programs during the same semester so long as he/she receives credit for only one.
- May not receive credit for more than one of the following in a given semester: athletics, physical education, or off-campus physical education.
- May not transfer from a physical education class or athletics into off-campus physical education during the middle of a semester.
- Must participate a minimum of four days each week (Monday-Sunday).
- Must participate in at least ninety minutes of instruction each week by the approved instructor(s). Time spent in peer teaching may not be included in these ninety minutes.
- 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 at the discretion of the off-campus physical education staff.

- Must participate in the program a minimum of seventeen weeks. 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 as make-up for the time missed.
- Any student abusing the program by irregular attendance will be withdrawn from the course. No partial credit will be awarded.
- Confer with the school counselor about plans.
- Make arrangements with the selected agency and instructor(s).
- Student and instructor must complete the appropriate parts of the application and return to the off-campus staff by the end of the first week of the semester for which they are registering.
- Complete a course credit agreement and activity schedule and return to the off-campus physical education staff. These forms are distributed at the introductory meeting.
- Indicate anticipated participation hours on the forms provided, and have these hours verified by the agency instructor(s). Turn in form to Irving ISD Coordinator of Health and Physical Education.

8. RESPONSIBILITIES OF SCHOOL COUNSELOR

- Provide applications and explain the program, especially student responsibilities, to interested students and parents.
- Schedule the student for late arrival or early dismissal, subject to the principal's approval. Students may not have late arrival and early dismissal during the same semester.
- Record numerical grades received from the Coordinator of Physical Education and post them on the student's transcript.

Irving Independent School District

**OFF-CAMPUS PHYSICAL EDUCATION
INSTRUCTOR AGREEMENT**

Instructor's Name

Agency

As a professional instructor, I am aware of the emphasis on program objectives, grading based on performance, and attendance established by public education and the Irving Independent School District. I understand the problems inherent in a program such as Off-Campus Physical Education and the importance of maintaining program integrity. Therefore, I will support the following conditions to my certification as an off-campus physical education instructor.

1. The instructor agrees to keep an accurate record of student attendance on the form provided by the district and make it available to the off-campus physical education staff, if needed.
2. The instructor will forward a grade recommendation based on student performance and attendance as requested.
3. The instructor will submit a written outline of program objectives and activities when required.
4. The instruction agrees to contact the off-campus physical education staff if a student's attendance becomes irregular.

I understand that the Irving Independent School District is accountable for the participation of each student in off-campus physical education. I will make every effort to cooperate with the district in their accounting procedures.

Instructor's Signature

Date