



North East ISD Off Campus Physical Activity (OCPA) Overview & Responsibilities

What is the purpose of the program?

- Some students in the North East Independent School District participate and compete in Olympic-level sports that are not offered within the Physical Education and/or Athletic Departments. The Off Campus Physical Activity (OCPA) program allows high school students to receive substitution credits for Physical Education by utilizing off-campus, commercially-sponsored physical activities as defined by Chapter 74: Curriculum Requirements, Subchapter F – Off Campus Physical Education, Category I.
 - *(iii) appropriate private or commercially-sponsored physical activity programs conducted on or off campus. The district must apply to the commissioner of education for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions.*
 - *(I) Olympic-level participation and/or competition includes 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 hour per day. Students dismissed may not miss any class other than physical education.*
- *NEISD extends the above requirements and guidelines to students in grades 6-8.
- For State Physical Education requirements, please visit the Physical Education website.

What are the steps for students/families to apply:

- Interested students/parents may check the Skyward Family Access to find approved Agencies.
 - Select the “world” icon and select Off Campus PE.
 - If an agency is not listed, the agency is not approved to provide OCPA for the upcoming school year. Agencies must fill out an Off Campus PA Agency Online Application during the specified agency application window which is PRIOR to the opening of the student application window.
 - If the Agency is on the approved list, student/parent should apply via Skyward Family Access beginning the first week in April. Application submission deadline is **June 15**.
- Agency instructor/coach will fill out their part of the online application and submit.
 - Activity, Agency and Agency Instructor/Coach are all on the NEISD Approved Agency list
 - Training schedule reflects a minimum of 15 hours per week
 - Assist teaching shall not be counted as part of the student’s competition/performance/training schedule to meet OCPA requirements
 - Level of competition or performance meets minimum requirements as listed on the Approved Agency list. Agency submits documentation to include competition registrations with results or performances at the level that supports the student’s application. **Students must meet the minimum requirements for their activity PRIOR to applying for OCPA.**

- The application is then sent electronically to the NEISD Physical Education & Health department for review. The following information is reviewed and verified:
 - Activity, Agency and Agency Instructor/Coach are all on the NEISD Approved Agency list
 - Training schedule reflects a minimum of 15 hours per week
 - Assist teaching shall not be counted as part of the student's competition/performance/training schedule to meet OCPA requirements
 - Level of competition or performance meets minimum requirements as listed on the Approved Agency list.
 - The student meets the minimum requirements for their activity PRIOR to applying for OCPA.
 - The Agency will submit documentation (e.g. competition registrations with results or performances) that supports the level of competition or performance submitted on the application but not below the minimum competition or performance level.
- If the above information is in compliance, the application is then sent to the applicant's campus principal for approval.
 - Once the campus principal's approval is obtained, the application is then reviewed by the Executive Director of Athletics.
- If all approvals are obtained, an approval email is sent to the following: student/parent, campus data processor, and campus counselor. A student is not in the OCPA program until approved and it is a course on their schedule.
- **OCPA approval is for one year. Student/parent will need to submit a new application each school year.**

What is the approval process?

- By applying to participate in the OCPA program students/parents are agreeing to the following:
 - OCPA is not intended to create space for additional academic courses.
 - Student enrollment in the appropriate OCPA course is mandatory for students to be eligible for attendance considerations related to competition days.
 - Students are released from school for one class period through either early or late arrival to work on studies or training.
 - Early Dismissal (Last period of the day): Students **MUST** leave campus for their OCPA period. Parents must arrange transportation.
 - Late Arrival (1st Period): Students with OCPA scheduled for 1st period must arrive on campus in time for the start of 2nd period. **Early arrival is not permitted.** Students are expected to proceed directly to class. Parents must arrange transportation.
 - Participate in OCPA for a full year (1.0 Credit).
 - Attend training as scheduled in your application. Excessive absences could result in removal from OCPA.
- After an application is approved and the campus notified, the Physical Education & Health Department will take on a supervisory role and the campus will handle the day-to-day requirements of the program such as scheduling, procedures for dismissal, school-day absences and inputting of pass/fail grades.

What are the responsibilities of the student/parent with regards to Off Campus Physical Activity?

- Review the student's schedule to ensure OCPA is correctly scheduled:
 - OCPA is not intended to create space for additional academic courses.
 - Student enrollment in the appropriate OCPE course is mandatory for students to be eligible for attendance considerations related to competition days.
 - Students will be assigned to the campus Physical Education Department Chair.
 - Students are released from school for one class period through either early or late arrival to work on studies or training.
 - Early Dismissal (Last period of the day): Students **MUST** leave campus for their OCPA period. Parents must arrange transportation.
 - Late Arrival (1st Period): Students with OCPA scheduled for 1st period must arrive on campus in time for the start of 2nd period. **Early arrival is not permitted.** Students are expected to proceed directly to class. Parents must arrange transportation.
 - Students enrolled in OCPA are permitted on campus during their designated OCPE period only to fulfill requirements for HSAE, if applicable, state assessments including physical fitness assessment (e.g. Fitnessgram/Neofit), or other campus-required testing. Otherwise, they are not to be on campus
- Ensure the student is present at their Agency at the times recorded in the OCPA application.
 - If a training schedule changes, students are responsible for submitting their new schedule in writing to the Physical Education & Health Department within one week after changes occur.
 - Staff members from the Physical Education & Health Department will perform scheduled and unscheduled Agency visits. Students who are not present when they should be will be contacted to provide an explanation regarding their training absence.
 - Students who miss more than 90% (1 hour of training equates to an absence) of their training schedule will not receive semester credit for OCPA.
 - If a student obtains an injury or prolonged illness, notify the Physical Education & Health Department immediately so that a plan may be established to ensure the student receives OCPA credit.
- Check Skyward to ensure a grade is recorded for the appropriate grading period.
- OCPA Absences:
 - During the Day Absences
 - All middle and high school students enrolled in the OCPA program shall be allowed to arrive late or be dismissed early as part of the OCPA program.
 - **The only class the student may miss is their scheduled OCPA course. Students may not arrive late or be dismissed early from any other class period besides their OCPA class period.**
 - Students are not permitted to take an additional course in lieu of OCPA. If a student will miss more than their regularly scheduled OCPA class period, the OCPA Absence Request procedures should be followed.
 - Competition or Performance Absences
 - The District will allot six days during the school year for competition or performance

days.

- The six days missed days for competition or performance related to the student's OCPA program shall be coded as OCPA ("Z") for competition or performance days only, not travel days, once appropriate proof of attendance has been submitted.
- All absences for competition or performance must be pre-approved by the Principal or his designee **and** proof of participation must be provided upon return to the campus attendance office in order for the absence(s) to be coded as OCPA. The student/family is responsible for submitting the pre- and post- competition or performance information

Proof of participation must include:

- Name & Location of Event
- Dates & Times of Event
- Student's name & Results
- Date submitted
- Printed name of Agency Coordinator
- Signature of Agency Coordinator
- Any absences surpassing the allotted six days for competition or performance would be coded as unexcused unless prior permission from the PE and Health Department was granted through the Extended OCPA Absence Request process.
- Absences coded as OCPA are not factored in the state's 90% attendance requirements and the student would not be expected to attend Saturday school.

○ Extended OCPA Absences

- Due to advancement in competition, or performance, OCPA students may seek additional OCPA absences by:
 - Contacting the Program Specialist for Physical Education & Health, in writing, at least two weeks prior to the competition or performance that will surpass their six day allotment to request additional absences.
 - The request must state why these absences are necessary to advance in competition or performance **and** list how the allotted six days were used prior to this absence.
 - The Program Specialist for Physical Education & Health will contact the campus administration letting them know of approval/disapproval of additional days.
- OCPA students must still obtain pre-approval from campus administration before their absence(s).

- Students are not to assist teach during the regular school week.
- Students will remain on campus as scheduled by the campus for:
 - Human sexuality and abstinence education and Abuse Prevention curriculum, if applicable
 - State required fitness testing
 - Standardized testing or any other deemed necessary by the campus
- Switching OCPA Agencies **must be cleared** with the NEISD PE & Health Department **BEFORE the switch** has occurred to ensure Agency eligibility and smooth transition. Switches of OCPA sites without prior approval by the NEISD Physical Education & Health Department may result in a no grade/credit for OCPA and/or removal from the OCPA program.
- Failure to comply with any of the above listed responsibilities, could result in a student being

removed from the OCPA program without credit.

- **OCPA approval is for one year. Student/parent will need to submit a new application each school year.**

What are the responsibilities of the Agency with regards to Off Campus Physical Activity?

- Complete an OCPA Agency Online Application found on the NEISD PE & Health website.
 - Agency applications are available on the OCPA website typically beginning the first week of January and must be submitted by the deadline.
 - Agency owner/manager will designate an Agency OCPA Coordinator who will ensure all instructors overseeing NEISD OCPA have received adequate training and are of exceptional quality.
 - Agency Coordinator will submit written proof for each instructor/coach showing he or she is of exceptional quality, written proof of the Agency's OCPA training process, and a signed Agency Guidelines sheet for each instructor/coach to the Physical Education and Health Department. This information must be on file before a student can apply for OCPA with that Agency Instructor/Coach.
 - The NEISD PE & Health Department will contact the Agency to schedule an Agency interview to determine eligibility
 - Agencies serving middle school students will also need to be approved by the NEISD Board of Trustees prior to students being able to apply.
 - **OCPA approval is for one year. Agencies will need to submit a new application each school year.**

What is the student application procedure and the Agency's expectations?

- Interested students/parents may check the Skyward Family Access to find approved Agencies.
 - Select the "world" icon and select Off Campus PE.
 - If an agency is not listed, the agency is not approved to provide OCPA for the upcoming school year. Agencies must fill out an Off Campus PA Agency Online Application during the specified agency application window which is PRIOR to the opening of the student application window.
 - If the Agency is on the approved list, student/parent will apply via Skyward Family Access typically beginning the first week in April. Application submission deadline is **June 15**.
- Agency instructor/coach will fill out their part of the online application and submit.
 - If the student is not known to the Agency or the student does not meet the minimum requirements PRIOR to their application, the Agency is to decline the application by selecting "No" to the "Do you know [student's name]?" question in the Registration Details.
 - Activity, Agency and Agency Instructor/Coach are all on the NEISD Approved Agency list
 - Training schedule reflects a minimum of 15 hours per week
 - Assist teaching shall not be counted as part of the student's competition/performance/training schedule to meet OCPA requirements
 - Level of competition or performance meets minimum requirements as listed on the Approved Agency list. Agency submits documentation to include competition or performance registrations with results at the level that supports the student's application.

Students must meet the minimum requirements for their activity PRIOR to applying for OCPA.

- The application is then sent electronically to the NEISD Physical Education & Health department for review. The following information is reviewed and verified:
 - Activity, Agency and Agency Instructor/Coach are all on the NEISD Approved Agency list
 - Training schedule reflects a minimum of 15 hours per week
 - Assist teaching shall not be counted as part of the student's competition/performance/training schedule to meet OCPA requirements
 - Level of competition or performance meets minimum requirements as listed on the Approved Agency list.
 - The student meets the minimum requirements for their activity PRIOR to applying for OCPA.
 - Agency submitted documentation (e.g. competition registrations with results or performance) that supports the level of competition or performance submitted on the application but not below the minimum level.
- If the above information is in compliance, the application is then sent to the applicant's campus principal for approval.
 - Once the campus principal's approval is obtained, the application is then reviewed by the Executive Director of Athletics.
- If all approvals are obtained, an approval email is sent to the following: student/parent, campus data processor, and campus counselor. A student is not in the OCPA program until approved and it is a course on their schedule.
- **OCPA approval is for one year. Student/parent will need to submit a new application each school year.**

What is expected from the Agency after a student's application is approved?

- Ensure that all OCPA students are present for training and competition or performance requirements.
 - If a student is absent more than 90% of their training schedule (1 hour of missed training equates to an absence), the Physical Education & Health Department should be notified immediately and the student may be removed from the program.
- All absences for competition or performance must be pre-approved by the Principal or his designee at least a week in advance for each competition or performance but not necessarily for the entire season at one time, **and** proof of participation must be provided upon return to the campus attendance office in order for the absence(s) to be coded as OCPA. The student/family is responsible for submitting the pre- and post-competition or performance information to the campus.
 - Proof of participation must include:
 - Name & Location of Event
 - Dates & Times of Event
 - Student's name & Results
 - Date submitted
 - Printed name of Agency Coordinator
 - Signature of Agency Coordinator
 - Any absences surpassing the allotted six days for competition or performance would be

coded as unexcused unless prior permission from the PE and Health Department was granted through the Extended OCPA Absence Request process.

- Submit OCPA student grade reports on time using the NEISD OCPA Portal.
 - Grading deadlines and portal directions will be provided to the Agency at the beginning of each school year.
- Notify the Physical Education & Health Department immediately if:
 - (1) a student's competition or performance level falls below the acceptable OCPA competition or performance level for that activity;
 - (2) a student leaves the agency; or
 - (3) a student becomes injured, fails to comply with requirements, or is frequently absent.
- Complete all required paperwork, answering all correspondence with the office of the Physical Education & Health Department, and notifying the office of the Physical Education and Health Department if a student is not meeting the requirements. Such notifications include an injury, excessive absences, decrease in level of performance, or departure from program.
 - Upon receiving the aforementioned notifications from an Agency, the campus counselor and principal on the application are notified immediately.
 - The Physical Education & Health Department will work with the campus, as needed, to investigate the situation, correct the issue or dismiss the student from the program.
 - If dismissed, a formal letter will be issued from the Physical Education & Health Department.
- Ensure OCPA students are not allowed to assist teach during the regular school week (Monday – Friday). The premise of OCPA is to provide students additional time to work on their studies and competition/performance/training; not to assist-teach. If a student *chooses and is not required* to assist teach on the weekend, the hours are in addition to their training and competition or performance schedule.
- Refrain from recruiting students to their program using OCPA as a way to meet Physical Education requirements.
- Ensure that students train and compete at the approved level for that activity as outlined in the Approved Agency document. (Minimum time requirement of 15 hours per week at National to Olympic level)
- Failure by an Agency to comply with the above stated responsibilities could result in the Agency being revoked as an approved site.
- NEISD Physical Education & Health staff will make scheduled and unscheduled visits to Approved Agencies to ensure compliance by both the Agency and the OCPA students.

What are the responsibilities of the campus with regards to Off Campus Physical Activity?

Principals:

- Review and approve or deny all OCPA student applications

Counselors:

- Ensure that families receive information regarding OCPA Application Window (via Skyward Family Access) during campus course selection.
 - OCPA application process opens in **April** for the next school year.
 - OCPA application submission deadline is **June 15**. **No late applications will be accepted.**
 - OCPA approval is for one year. Applications must be resubmitted each school year.
- Ensure that only students approved for OCPA by the Physical Education & Health Department are scheduled into OCPA. Approved students' names are sent to campuses in late July if not requested earlier by the campus.
- Ensure that each OCPA approved student has the correct course on their schedule.
 - OCPA is not intended to create space for additional academic courses.
 - Student enrollment in the appropriate OCPE course is mandatory for students to be eligible for attendance considerations related to competition days.
 - Students will be assigned to the campus Physical Education Department Chair.
- Ensure that each OCPA approved student's schedule has either late arrival or early dismissal.
 - Students enrolled in OCPA are permitted on campus during their designated OCPE period only to fulfill requirements for HSAE, if applicable, state assessments including physical fitness assessment (e.g. Fitnessgram/Neofit), or other campus-required testing. Otherwise, they are not to be on campus
 - Early Dismissal (Last period of the day): Students **MUST** leave campus for their OCPA period. Parents must arrange transportation.
 - Late Arrival (1st Period): Students with OCPA scheduled for 1st period must arrive on campus in time for the start of 2nd period. **Early arrival is not permitted.** Students are expected to proceed directly to class. Parents must arrange transportation.

Middle School OCPA Course Numbers

Grade Level	Semester Course #	Full Year Course #
6 th	Not available	0650
7 th		0755
8 th		0855

High School OCPA Course Numbers

Grade Level	Semester Course #	Full Year Course #
Year 1	Not available	7250
Year 2		7251
Year 3		7253
Year 4		7254

- If any of the above criteria is not met, the student shall not receive credit.
- Ensure that the office of the Department of Physical Education & Health is notified immediately if a student receives a schedule change out of OCPA.

Data Processors:

- Ensure that grades received from the Physical Education & Health Department are entered into Skyward.
- Ensure attendance clerks are notified of any changes to the list of approved OCPA students.

Attendance Clerks:

- OCPA Absences
 - During the Day Absences
 - All middle and high school students enrolled in the OCPA program shall be allowed to arrive late or be dismissed early as part of the OCPA program.
 - **The only class the student may miss is their scheduled OCPA course. Students may not arrive late or be dismissed early from any other class period besides their OCPA class period.**
 - Students are not permitted to take an additional course in lieu of OCPA. If a student will miss more than their regularly scheduled OCPA class period, the OCPA Absence Request procedures should be followed.
 - Competition or Performance Absences
 - The District will allot six days during the school year for competition or performance.
 - The six days missed for competition or performance related to the student's OCPA program shall be coded as OCPA ("Z"). OCPA absences are for competition or performance dates only, not travel dates.
 - All absences for competition or performance must be pre-approved by the Principal or his designee **and** proof of participation must be provided upon return to the campus attendance office in order for the absence(s) to be coded as OCPA. The student/family is responsible for submitting the pre- and post-competition or performance information

Proof of participation must include:

 - Name & Location of Event
 - Dates & Times of Event
 - Student's name & Results
 - Date submitted
 - Printed name of Agency Coordinator
 - Signature of Agency Coordinator
 - Any absences surpassing the allotted six days for competition or performance would be coded as unexcused unless prior permission from the PE & Health Department was granted through the Extended OCPA Absence Request process.
 - Absences coded as OCPA are not factored in the state's 90% attendance requirements and the student would not be expected to attend Saturday school.
 - Extended OCPA Absences
 - Due to advancement in competition or performance, OCPA students may seek additional OCPA absences by:
 - Contacting the Program Specialist for Physical Education & Health, in writing, at least two weeks prior to the competition or performance that will surpass their six day allotment to request additional absences.
 - The request must state why these absences are necessary to advance in competition or performance **and** list how the allotted six days were used prior to this absence.
 - The Program Specialist for Physical Education & Health will contact the campus administration letting them know of approval/disapproval of additional days.

- OCPA students must still obtain pre-approval from campus administration before their absence(s).

Teacher of Record (Campus PE & Health Department Chair/Head):

- Ensure that students approved for OCPA are appropriately scheduled.
- Ensure that students' grades are displayed correctly in Skyward.

What are the responsibilities of the Physical Education & Health Department with regards to Off Campus Physical Activity?

- Ensure Agencies and Instructors/Coaches are of exceptional quality and trained on OCPA requirements.
- Ensure students/parents are informed of all requirements and comply with requirements.
- Conduct scheduled and unscheduled Agency visits to ensure compliance by both the Agency and the students.
- Communicate important information and deadlines to all stakeholders as efficiently and effectively as possible.

Glossary

- **OCPA** – Off Campus Physical Activity
- **Student/Parent** – Individuals who have signed the OCPA application as such.
- **Agency** – The commercial site where the student will train and compete.
- **Agency Instructor/Coach** – The individual at the commercial site who will work with OCPA students on a regular basis as their instructor/coach.
- **Agency OCPA Coordinator** – The Agency's owner/manager will designate an individual at their site who will ensure that their Agency meets all NEISD requirements.

Contact Information

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