

Highland Park Middle School
3555 Granada
Dallas, TX 75205
Off-Campus Physical Activity Information Packet

PURPOSE

The purpose of the Off-Campus Physical Activity (OCPA) program offered by Highland Park Middle School (HPMS) is to accommodate students in 7th and 8th grade 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 exceeding that offered in the school district.

PROGRAM DESCRIPTION

The OCPA program is a cooperative arrangement between HPMS and a Texas Education Agency (TEA) approved off-campus sponsoring facility/provider. Activities are defined as those in which a student works with either a single coach/instructor or with a team coach/instructor at an approved agency during the regular school year.

GENERAL GUIDELINES AND PROCEDURES

1. Students must apply for OCPA by submitting the completed application to their counselor. Students must receive approval from the administration to participate in the OCPA program.
2. Current HPISD students must complete and submit for approval an OCPA application for the upcoming 2017-2018 school year, to the student's counselor by **May 2, 2017**. The Middle School application can be downloaded from the HPMS website on the "Counseling" page under "Off Campus Physical Activity."
3. If accepted into OCPA, a \$150 yearly fee (\$75 per semester) is due to HPISD. Parents will be contacted with instructions to process the OCPA fee in Skyward. Once payment has been received, OCPA will be added to the student's course schedule. Fees will offset administrative costs of the program; i.e., HPISD staff visits to programs to assure the required Texas Education Agency (TEA) guidelines are being met and processing of grades, attendance and reports.
4. Students new to the District must complete and submit an OCPA application and fee by September 5, 2017 for first semester, by January 16, 2018 for second semester, or within one week of enrollment during the school year.
5. A Participation Log must be submitted each grading period. The due dates are listed on the Participation Log and coincide with the end of each nine-weeks grading period during the school year.
 - a. Students **MUST** have 15 OCPA hours per week. 10 hours must come from practice and/or training. The remaining 5 hours may come from games or competition. Travel time is not included.
 - b. It is the responsibility of the student and parent to assure Participation Logs are submitted by their OCPA instructor to the HPMS Teacher of Record each due date. Participation Logs not turned in on time will result in the student receiving a grade of zero "0" on the report card until the Log has been submitted and a grade change has taken place. A grade of "0" will result in the student losing eligibility for all extracurricular activities. Late Participation Logs will result in a grade reduction of 5 points per day.

- c. Failure to log the required number of hours each week will result in points deducted from the student's grade.
 - d. It is the responsibility of the instructor to complete and submit the Participation Log correctly with date, time and tallied hours per week and the instructor's email.
6. Students who become injured and cannot participate in their activity at any point during the semester must submit a doctor's note to the front office.
 7. Hours must be documented for all weeks during each semester. Fall semester begins August 28, 2017 and runs through December 22, 2017. Spring semester begins January 8, 2018 and runs through June 1, 2018.
 8. Participation Logs will be emailed to the OCPA instructor once a student has been accepted in the program. It is the responsibility of the student and parent to assure Participation Logs are submitted by their OCPA instructor by each due date of every grading period.
 9. Random compliance checks will be made with coaches/ instructors.
 10. Per HPISD Athletic Department, students currently on a school sports team are not permitted to transfer from Athletics to OCPA during the school year.
 11. Students may not participate in the OCPA program if the sport is offered as part of the HPMS curriculum, unless they are training at a high level exceeding that offered in the school district.
 12. This course is a regular HPMS credit-bearing class. A numerical grade is issued based on your participation hours and submission of the Participation Log on time.
 13. Students may not be enrolled in OCPA and any other general Physical Education class or Physical Education substitution (Athletics) at the same time. This is in accordance with how the TEA allows us to award PE Waiver credit.
 14. **OCPA is a credit-bearing class. All HPISD policies contribute to the grade earned. It is the student's responsibility to check that there is a grade for each 9 weeks.**

NOTICE TO PARENT: If you have questions regarding the feasibility of OCPA working with your child's schedule, please contact your student's counselor. Upon approval of the OCPA application and payment, the student's counselor will be notified and the schedule will be updated.

HPMS reserves the right to approve or deny any activities not listed as appropriate when submitted for approval. HPISD is granted a waiver by TEA allowing the district to award PE waiver credit. In order for a waiver to be granted, HPISD will follow the guidelines set by the law as stated in Texas Administrative Code (TAC) §74.11(d)(7)(C). The term "appropriate" implies, 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.

Please keep this Information Packet for reference.

TO BE COMPLETED BY STUDENT AND PARENT:

PARENT PERMISSION I have carefully read the guidelines for the OCPA Program and I agree to comply with those regulations. I hereby release the Highland Park Independent School District, its employees, agents, and its Board of Trustees, from all claims or liability in any way attributable to this program including all travel to, from, and during the program. I also understand that all liability in case of accident or hospitalization is the responsibility of the parent, the private instructor or the commercial school/agency. The Highland Park Independent School District is not responsible for accident or hospitalization insurance. I understand that the Highland Park Independent School District has no control over the daily activities of the program, the quality of the program, or qualifications of the instructor of the program. Highland Park Independent School District does not perform criminal background checks on the OCPA instructors.

My child _____ has permission to
Full Legal Name of child

participate in OCPA at _____
Name of Sport/Activity Facility/Practice Field

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Instructor's Program Description

Instructor's Name: _____ E-mail: _____

1. What are your qualifications as a professional instructor?

Degrees, licenses, and/or certifications:

Experience as a professional instructor:

2. How long has this student trained under your supervision?
3. In what events has the student competed under your instruction?
4. What is your general evaluation of the student's ability?
5. Describe the facility where training of this student will be conducted.
6. What are the specific training goals for the student within the next nine months?
7. What competitive events have been scheduled for the student within the next nine months?

To Be Completed by the Off-Campus Instructor
Student's Training Schedule for (sport) _____

Student Name: _____
(Full Legal Name)

The following schedule must be completed before the application will be considered. The instructor must notify the student's academic counselor immediately if a change occurs in the schedule.

	Start Time	End Time	Activity
Monday:	_____		
Tuesday:	_____		
Wednesday:	_____		
Thursday:	_____		
Friday:	_____		
Saturday:	_____		
Sunday:	_____		

Total Weekly Hours: _____

Must total at least 15 hours per week
10 hours must be practice and/or training, the remaining 5 hours may come from games or competition.