

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 provide their counselor with a completed OCPA application for the upcoming 2018-2019 school year. Students who turn in their application by May 4th will receive preferential scheduling. Applications received between May 5th and August 10th will only be approved based upon availability. **No applications will be accepted following the August 10th deadline.** 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 on how to process the OCPA fee via 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 within one week of enrollment.
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 to enroll in Google Classroom and assure Participation Logs are submitted via Google Classroom 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 school day.
 - c. Failure to fulfill the required number of hours (15 hours) each week will result in 5 points being deducted from the student’s grade.
 - d. It is the responsibility of the student to complete and submit the Participation Log.
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. The injured/sick student must continue to turn in the Participation Log listing “injured” or any physical therapy hours they are completing. For example, if sick, write “sick” or if injured, “injured” in the area provided.
 7. Hours must be documented for all weeks during each semester. Fall semester begins August 23, 2018 and runs through December 21, 2018. Spring semester begins January 8, 2019 and runs through May 31, 2019. Students are not required to submit hours for Thanksgiving Break, Winter Break, and Spring Break. However, students must fulfill the 15 hour requirement in the case of short weeks (Monday and/or Friday off from school).
 8. Participation Logs will be provided on the OCPA Teacher of Record’s school page and on the OCPA portion of the school website. This form is to be submitted to the Teacher of Record via Google Classroom by the assigned due date. Physical copies and/or emailed copies will not be accepted. It is the responsibility of the student to assure Participation Logs are submitted (When submitting Participation Logs in Google Classroom, be sure to click “TURN IN.”)
 9. Random compliance checks will be made with coaches/instructors.
 10. Per HPISD Athletic Department, students currently enrolled in athletics are not permitted to transfer from athletics to OCPA during the school year if they wish to participate in athletics in the future.
 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 their 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 TEA’s PE Waiver credit policy.

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. 7th graders who do not earn a passing grade for either semester will be placed in physical education or athletics to earn their PE Credit in 8th grade.

NOTICE TO PARENT: If you have questions regarding the feasibility of OCPA working with your child's schedule, please contact their 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.

Off-Campus Physical Activity (OCPA) Application

TO BE COMPLETED BY STUDENT/PARENT (PLEASE PRINT)

** All application pages (1-4) must be filled in completely and submitted for the application to be processed**

Student Name _____ ID # _____ Grade _____

Student Telephone _____ E-mail _____

Parent/Guardian Name: _____

Home Address: _____ E-mail _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Counselor _____ School Year: _____

Circle one: 1st Period 8th Period

I am applying for OCPA in the following activity/sport _____

Name of facility or organization _____

Facility address _____

Facility phone number _____

Name of Coach/Instructor _____

Coach/Instructor's Telephone _____ E-mail _____

Coach/Instructor's Signature _____

For Office Use Only

Application complete _____
Counselor's Signature

Application received _____
Campus Athletic Coordinator's Signature

Approved _____

Not Approved _____
School Administrator's Signature

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 and 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

Briefly describe the student's training schedule:

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
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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.