

PURPOSE OF OFF-CAMPUS PHYSICAL EDUCATION 2022-2023

Many Students in Texas School Districts participate in individual fitness activities that are not offered comprehensively by the district physical education program. The Off-Campus Physical Education Program allows students in grades **seven** through **twelve** to earn school credits for their commitment to these activities, if the activity is approved by the Texas Education Agency and the Lovejoy Independent School District.

To do:

In the spring:

- Update the website as to who is responsible for off campus PE on Willow Springs campus as well as at the high school
- Have Facility List updated on the website and approved by the superintendent (on-going)
- If receiving an application without facility on the list, student completes the approval form and returns to the OCPE coordinator
- Update dates on **forms** as well as on the **website** as to when the applications are due as well as date for approval (typically first and middle of May) Also, update grade/attendance sheet – to be sent out to facility instructors once students are approved.
- A reminder that Willow Springs accept applications for Level I & II for the 2022 – 2023 school year.
- Parents may request an exception form to be review by a committee.
- There is a cost of \$250 for participating in Off-campus PE.
- Facilities may be no further than 30 miles from our administration office, 259 Country Club, Allen, TX.

Admission Steps:

- Forms are available in the counselor's office or students may download them off of the athletic website.
- Parents/Student complete the paperwork and return to the counselor's office before the three weeks of instruction. (Application, Credit Agreement, Instructor Agreement)
- Be sure all necessary paperwork is completed and easy to read. Do not approve the student's request if all forms turned in.
- A fee of \$250 must be with the application. This will be deposited upon approval. Fee is returned if the student is denied.
- Check facility to assure it is on the website/list. If not, provide agency with the approval form. Return the application until all forms are completed, including the approval form.
- If there is evidence that the student will be denied, they may be provided an exception form to be reviewed by a committee for approval/denied. Once the committee has met, it will be returned to the coordinator, where he/she will inform the parent/guardian of the decision. (letters are provided)

- **When receiving applications:**

- Create a file for each student turning in application. Include a checklist with each student.
- Those participating may be in need of a campus credit – check to see that a student is in need of a credit before approving application. Students may be approved for off-campus PE, but if no credit is needed, they will not receive PE credit.
- Check to see if all forms are completed and signed (all must have application, Credit Agreement, Instructor Agreement, and Approval form should the agency not be on the approved list.)
- Check to see if the facility they are requesting to use is on the list on the website. If not, be sure students have reviewed the list on the website. If their facility isn't listed, they must complete the approval form and return with their application.
- Be sure to collect \$250 along with the application. This fee will be returned if the application isn't approved.
- Make sure the agency they are requesting isn't already offered with Lovejoy ISD. If so, deny application. (example, the request is swimming – Lovejoy ISD offers swimming as an option)
- Seek approval from the superintendent of any new facilities requested.
- If it is evident that the student will be denied, provide an exception form if requested. Turn in to WSMS/LHS counselors. This will be returned to Jim Bob Puckett OCPE Coordinator.
- Is the facility within 30 miles of the Lovejoy ISD Administration Building?

- **Once Approved:**

- Notify the parent/student of the approval via letter and provide a copy of the application to the counselor(s). Student/Parent is to return signature page.
- Counselor will make sure the students schedule notes the students' off campus PE course.
- Create a group email (blind copy) with all those responsible for students at their facility. In this e-mail, restate the responsibilities of each instructor and attach the PDF version of the attendance/grade sheet. Include the date as to when the form is due back to specified person. Due date is at the end of the nine weeks and is highlighted in yellow on the form. (be sure dates are updated and correct before sending out the form) Also, request instructors e-mail you their lesson objectives and activities for the nine weeks. This can be included with their attendance/grade sheet for the remainder of the nine weeks. (#3 on their Instructor Agreement) The first nine weeks objectives and activities may be sent via e-mail at the beginning of the nine weeks.
- Create a spreadsheet that includes students' names, facility, contact person, contact person's e-mail, and columns for the four nine weeks, noting grade and attendance.
- When grade sheets are returned, enter the information for each student.
- Students' grades are entered into Power School.
- File the students' grade sheet in their individual file.
- Be sure the agency has provided objectives and activities each 9 weeks. The first one should be sent shortly after the beginning of the nine weeks. Future objectives and activities may be submitted with the grade/attendance sheets.

*Reminder – instructors must submit grades/attendance via fax or e-mail. Students do not turn these in to the coordinator or counselors.