



OFF-CAMPUS PHYSICAL EDUCATION PROGRAM COOPERATIVE AGREEMENT

THIS AGREEMENT, effective the ___ day of _____, 20___, ("Effective Date") is made by and between Pasadena Independent School District ("PISD"), located at 2906 Dabney Dr., Pasadena, Texas 77502, and _____, ("Agency"), to specify the terms and conditions for the provision of Off-Campus Physical Education ("OCPE") services to PISD students by Provider.

A. OCPE Provider's Obligations.

1. Provider's owner/manager shall set up an interview with PISD's PE Coordinator to appear on PISD's Approved Provider List (accessible at www1.pasadenaisd.org).
2. Provider shall designate an OCPE Provider Coordinator who will be solely responsible for training all Instructors' to ensure that all OCPE Program requirements are being met.
3. Provider and the OCPE Provider Coordinator will be interviewed and asked to provide documentation as required herein. Provider approval interviews will only be scheduled during the months of June and July for the upcoming school year. Some providers may be placed on a waiting list based on the availability of PISD personnel to supervise this program.
4. OCPE Provider shall provide a clean and safe environment in which students are "well supervised," meaning that the instructor shall be present at all times during the scheduled activity to provide guidance and instruction, and to ensure safety. PISD may request a copy of your liability insurance as needed.
5. OCPE Provider premises at which PISD students receive services must be located within 30 miles of PISD school boundaries.
6. Provider shall provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
7. Provider shall provide students an opportunity to meet the required hours depending on their Category. Competition/Game participation may not count towards Category II required hours.
8. OCPE Provider shall meet with PISD personnel during an unannounced site visit. PISD will be expecting to see evidence of learned Physical Education TEKS. PISD will be looking for skill development, learned physical activity and health concepts and social development by observing students participating in appropriate activities and reviewing the student's OCPE journal.
9. OCPE Provider shall ensure that all local ordinances and state and federal laws are observed in its provision of services to PISD students, including but not limited to the Family Educational Rights and Privacy Act, 20 USC §1232g, *et seq.*, 34 CFR §99.1, *et seq.*

B. OCPE Provider Coordinator and Instructor Responsibilities.

- 1.** The OCPE Provider Coordinator shall ensure that all instructors are “appropriately trained” for Category 2 or “exceptionally trained” for Category 1, meaning that the Provider shall provide certification and/or documentation of instructor training and experience.
- 2.** The OCPE Provider Coordinator shall ensure that all instructors teach and discuss the agreed upon Physical Education TEKS during scheduled practices or scheduled OCPE Program instruction time.
- 3.** The OCPE Provider Coordinator shall ensure that all instructors assign at least one written assignment per week based on the topic of discussion approved by the Physical Education Coordinator for students’ OCPE journals.
- 4.** The OCPE Provider Coordinator shall ensure that all instructors provide grades for each written assignment in students’ journals and that all assignments are complete.
- 5.** The OCPE Provider Coordinator shall ensure that all instructors provide the required documentation (students’ hours of participation and six weeks grade of pass or fail) to students’ counselors **on or before the identified date provided by the Physical Education Coordinator**. PISD will provide a copy of the school year calendar and the grading report period dates prior to the start of the school year. The calendar and grading deadlines may also be accessed at www.pasadenaisd.org. The OCPE Provider Coordinator shall provide evidence of student attendance upon request.
- 6.** The OCPE Provider must complete a certificate of completion once the student has completed work for the semester and make sure it is returned to the appropriate school counselor in time for credit to be given, usually a week before the semester ends. Also the provider must coordinate between the student and their home campus to be assessed with Fitnessgram each semester the student is receiving PE substitute credit. Failure to complete these two requirements will result in the student not receiving credit and the provider being removed from the district approved provider list and will have to re-apply.
- 7.** The OCPE Provider Coordinator shall notify the PISD PE Coordinator and the school counselor if students choose to transfer into a general physical education class and/or does not meet the 90% attendance requirement. For the OCPE Program, one hour of participation is equivalent to one day of attendance or absence. Agency may round down (1 hour missed = 1 day of absence).
- 8.** The OCPE Provider Coordinator shall provide PISD with current instructor contact and certification information as needed.
- 9.** The OCPE Provider Coordinator shall **NOT** sign OCPE Program applications after the deadline dates have passed.

C. Required Documentation.

1. Facility Requirements.

- A.** A copy of Provider's license that clearly substantiates the provider as a training facility of "exceptional quality" for Category 1 (this may include: local, state, or national licensing or acknowledgment of being a training facility capable of training national athletes and/or Olympic level participants) or a copy of a license or documentation (Tax ID #) that clearly substantiates the Agency as a training facility of "high quality" for Category 2.
- B.** PISD may request a copy of the Agency's liability insurance as needed.
- C.** Address of Provider premises where students will be participating.
- D.** Address of alternative place where students will be participating during inclement weather.

2. Instructor's Certification.

- A.** A copy of the criteria of how the instructor(s) are certified to be "appropriately" (Category II) or "exceptionally" (Category I) trained.
- B.** A copy of the certification for each instructor who will be working with PISD students, to be kept on file by PISD.

3. Program Information.

- A.** A copy of Agency's program goals.
- B.** An outline that describes a typical training session (time spent on: warm-up, activities, cool down, stretches, etc.) for the student.

4. Instructional Practices.

- A.** A copy of the highlighted Physical Education Texas Essential Knowledge and Skills (TEKS) that Agency will teach to PISD students. Within the TEKS each grade level or course must be highlighted to reflect the grade level or course for which the PE Waiver will substitute. Most TEKS must be covered for each grade and course before approval will be granted. The Agency must make a brief statement on how each highlighted TEKS will be taught. The PE TEKS may be accessed at www.tea.state.tx.us.
- B.** An outline of how and when students will be provided instruction on the 18 weekly discussion topics and written assignments set by the PISD PE Coordinator.
- C.** An outline of how and when student journals will be reviewed and graded with a grade of "Pass" or "Fail." The written assignments must show accountability for the learned TEKS.
- D.** A letter, which shall include a copy of the Provider and PISD Student Expectations on how to pass this class, shall be sent to the home of each student receiving services from Provider. This letter must state:
 - Fall and Spring semester beginning and ending dates;
 - That students are required to attend at least 90% of the time for the entire semester;
 - That students will be instructed on and must complete 100% of the written assignments for their student journals during each grading period;
 - That students must attend the alternative training site on inclement days;
 - That students will be graded on TEKS-based skill improvement, physical activity and health concepts and social development; and
 - That Agency may consider in assigning students' grades certain other expectations, which may include good attitude, preparation to participate, etc.

A copy of this letter MUST also be sent to the PISD PE Coordinator. A copy of the letter can be e-mailed to amacneish@pasadenaisd.org or sent to Amber Macneish, 2906 Dabney Dr., Pasadena, TX 77502.

D. Term and Effective Date.

1. **Term.** This Agreement shall become effective as of the Effective Date for an initial period of one (1) year and shall automatically renew under identical terms and conditions for one (3) year period, unless sooner terminated as set forth in this Agreement. At the end of the 3 year period, the agency must submit another application.
2. **Termination by Agreement.** In the event PISD and OCPE Provider shall mutually agree in writing, this Agreement may be terminated with or without cause on the terms and dates stipulated herein.
3. **Unilateral Termination.** In the event either party, at any time, gives to the other at least thirty (30) days prior written notice of intention to terminate, with or without cause, this Agreement shall terminate: (a) at the end of such thirty (30) days; or (b) when all students enrolled in the OCPE Program with Provider at the time such notice is given have completed their respective courses of study with Provider under the OCPE Program, whichever occurs last.
4. **Termination on Notice of Default.** In the event that Agency substantially defaults in the performance of any obligations under this Agreement, PISD shall give immediate written notice to Agency, informing Agency of Agency's breach and of PISD's intent to terminate. If, within two (2) business days, Agency does not cure the breach, PISD shall have the right to immediately terminate this Agreement at the end of the occurring semester. In the event that Agency substantially defaults in the performance of any obligations under this Agreement for a second time, PISD shall have the right to immediately terminate this Agreement at the end of the occurring semester. Failure to comply with Clauses A.4 or A.6 or any Sub-clause under Section B of this Agreement shall be considered a substantial default.
5. **Effect of Termination.** Upon termination of the Agreement, as herein provided, neither party shall have any further obligations hereunder except for (1) obligations accruing prior to the date of termination, and (2) obligations, promises, or covenants contained herein that extend beyond the term of this Agreement.
6. **Notwithstanding the above,** this Agreement will terminate upon the termination of the Master Affiliation Agreement between the parties.



OCPE Program Cooperative Agreement

OCPE Provider Information:

Provider Name _____ Provider Phone # _____

Provider Address _____

Date of Interview _____ Effective Date _____

Name and title of authorized representative _____

Signature of authorized representative _____ Date of signature _____

Phone # _____ Cell # _____

Email _____ Fax # _____

OCPE Provider Coordinator _____

Phone # _____ Cell # _____

Email _____

DISTRICT CONTACT

Name and title of authorized representative

Email address

Signature of authorized representative

Date of signature

Interviews must be completed by the 1st Friday in August. There will be no exceptions for late or incomplete applications.