

**EAST CENTRAL ISD  
OFF-CAMPUS FINE ARTS PROGRAM  
INDIVIDUAL TRAINING PLAN**  
(Must be completed by the approved OCFA Provider)

OCFA Provider site name where the student will be participating \_\_\_\_\_

Address of where student will be participating (include alternative address if appropriate) \_\_\_\_\_

OCFA Provider's Name \_\_\_\_\_

Student's Instructor (if different than OCFA Provider, owner or coordinator) \_\_\_\_\_

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

Student's Campus \_\_\_\_\_ Student ID \_\_\_\_\_

\_\_\_\_\_ Fall Semester      \_\_\_\_\_ Spring Semester      \_\_\_\_\_ Summer

\_\_\_\_\_ Category I (high school only)      \_\_\_\_\_ Category II (middle and high school)

**OCFA Provider must supply the following for students applying for Category I**

- a letter from the director justifying the need for additional time

The OCFA Provider must fill out the following schedule for the participant to verify at least 5 hours of required participation for Category II or at least 10 hours of required participation for Category I. Summer participation must be 50 hours per 0.5 credit.

Days of the Week	Site Name	Number of Hours of Participation
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
<b>Total Hours of Participation</b>		

\_\_\_\_\_  
Signature of OCFA Provider

\_\_\_\_\_  
Date

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**EAST CENTRAL ISD  
OFF-CAMPUS FINE ARTS PROGRAM  
COOPERATIVE REQUIREMENT**

This agreement, effective on the date appearing below, is made by and between East Central Independent School District (hereinafter referred to as "East Central ISD"), and the Off-Campus Fine Arts Provider \_\_\_\_\_ (hereinafter called "OCFA Provider"), upon the following, terms, conditions, and provisions:

**General Provisions**

As an alternative to the in-school state curriculum fine arts requirements, a student may meet such requirements by participating in an off-campus fine arts program. The OCFA Provider named herein agrees to provide such alternative through the following program: \_\_\_\_\_.

**OCFA Provider's Obligations**

1. OCFA Provider shall furnish East Central ISD any and all documentation as detailed herein, including but not limited to facility licenses, certifications of provider and/or its instructors, criminal background checks of its instructor or employees having close contact with students, and program outline, as requested.
2. OCFA Provider shall provide a clean and safe environment in which students are appropriately supervised without interruption. OCFA Provider's Instructor(s) shall be present at all times during the scheduled activity to provide supervision and instruction and to ensure the safety of the students involved.
3. OCFA Provider shall provide students an opportunity to meet the required hours depending on their category. Performances may not count toward Category II required hours.
4. OCFA Provider shall ensure that all local ordinances and state and federal laws and regulations are observed in its rendering of services to East Central ISD students, including but not limited to the Family Educational Rights and Privacy Act (20 USC Sec. 1232g, et. seq., 34 CFR Sec. 99.1, et seq).
5. The East Central ISD shall ensure that all instructors are "exceptionally trained" for Category I or "appropriately trained" for Category II, meaning that the OCFA Provider shall provide certification and/or documentation of instructor training and experience.
6. The OCFA Provider shall provide current instructor contact information to the East Central ISD; ensure that all documentation required herein is provided in a timely manner; shall provide notice and documentation, as appropriate, in the event that a change in circumstance relating to any licensing, certification, or other substantial requirement under this agreement occurs; and, shall provide timely notice if any instructor and/or employee of OCFA Provider having contact with East Central ISD students is arrested for or charged with a criminal offense during the term of this agreement.
7. The OCFA Provider shall ensure that all instructors teach and discuss the agreed-upon program outline during scheduled practices or scheduled program instruction time.
8. The OCFA Provider shall ensure that all instructors provide the required documentation (student's hours of participation and grade of "Pass or Fail") to the student's counselor **on or before the last day of each reporting period**. East Central ISD will provide a copy of the school year calendar in the grading report period dates prior to the start of the school year.

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## **East Central ISD's Obligations**

1. The East Central ISD shall ensure that all instructors are "exceptionally trained" for Category I or "appropriately trained" for Category II, meaning that the OCPE Provider shall provide certification and/or documentation of instructor training and experience.
2. East Central ISD will provide a copy of the school year calendar in the grading report period dates prior to the start of the school year.
3. East Central ISD will post a grade of pass or fail on the student's transcript upon receipt of required documentation from OCPE.

## **Required Documentation**

1. Written confirmation that all instructors and/or employees having direct contact with and supervision over East Central ISD students have successfully passed a current criminal history check. This confirmation must be furnished to the East Central ISD within 14 days of the effective date of this agreement and within 14 days of the date that any new employee has been hired by OCFA Provider.
2. Verification of the address of OCFA Provider's business or property where the students will be participating in the program.
3. A copy of the criteria of how the instructor(s) are certified to be "exceptionally trained" (Category I) or "appropriately trained" (Category II).
4. A copy of the training certification or qualifications for each instructor who will be working with East Central ISD students, to be kept on file by the East Central ISD.
5. A copy of the OCFA Provider's written program goals.
6. An outline that describes program goals, practice or studio schedule, and projected performances or exhibition schedule.

## **Term and Effective Date**

1. This agreement shall become effective as of the date appearing next to the signature of the authorized representative for the East Central ISD. The term of this agreement shall be for the present school year or the school year immediately following the effective date of the agreement.
2. This agreement may be terminated by either party, at any time, provided that one party gives to the other at least 30 days prior written notice of the intention to terminate. The right to terminate shall exist with or without cause. The agreement shall terminate at the end of such 30 day notice or when all students enrolled in the OCFA Program with the Provider at the time such notice is given have completed their respective courses of study with the Provider under the Program, whichever occurs last.
3. In the event that OCFA Provider substantially defaults in the performance of any obligations under this agreement, the East Central ISD shall give immediate written notice to the Provider, informing the Provider of its breach and of the intent of the East Central ISD to terminate this agreement. If, within two business days of receipt of the notice, Provider does not cure the breach then the East Central ISD shall have the right to immediately terminate this agreement without further obligation of any kind whatsoever (legal or monetary).
4. Upon termination of the agreement as provided herein, neither party shall have any further obligations except for those obligations occurring prior to the date of termination and the obligations, premises or covenants contained herein that extend beyond the term of this agreement.

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**OCFA PROVIDER**

\_\_\_\_\_  
Name of Company or Organization

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Provider's Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date of Signature

**East Central ISD  
6634 New Sulphur Springs Rd.  
San Antonio, TX 78263**

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date of Signature

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# EAST CENTRAL ISD OFF-CAMPUS FINE ARTS PROGRAM PROGRAM OVERVIEW

## **Description of the Off-Campus Fine Arts Program**

The OCFA Program is a partnership between East Central ISD and approved off-campus providers that offer activities, such as Theater Arts, Orchestra, Band, Choir, or Visual Arts. High school students may earn 0.5 credits per semester for a total of 4 credits towards their graduation requirements.

In order for a waiver to be granted, East Central ISD will follow the guidelines as stated in Texas Administrative Code (TAC) §74.11(d)(7)(C). The term “appropriate” implies **that the substitute activity is in congruence with the Fine Arts Texas Essential Knowledge and Skills (TEKS) as closely as possible, if not above the rigor of the standards.**

Students may participate in one of the two following categories:

### **Category I: High School, only:**

Participation includes a minimum of 10 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and activities must be certified by the superintendent or his/her designee to be of exception quality. Students qualifying and participating at this level may be dismissed from school for one period and may not miss any class other than fine arts. Practice, studio time and/or performances/exhibitions may count toward the total weekly participation hours. To qualify as Category I there must be ongoing public performances or exhibitions. The instructor must justify the need for additional practice or studio time which would require the student to miss a portion of the school day (one class period).

### **Category II: Middle and High School:**

Participation includes a minimum of 5 hours per week at a private or commercially-sponsored agency that provides activities which include those certified by the superintendent or his/her designee to be of high quality and well-supervised by appropriately trained instructors. Students certified to participate at this level may not be dismissed from any part of the regular school day. Only practice hours, not performances or exhibitions, may count toward the total weekly participation hours. If student is in middle school the OCFA will only count towards middle school Fine Arts requirements, high school credits will not be given.

### **Category I and II:**

1. The OCFA instructor(s) will keep written records of the student's daily attendance, documenting the number of hours per day, per week, and per semester. The written records will also contain grades for each 9 weeks of the semester and a final grade. All of these records must be signed and submitted to the East Central ISD before a decision is made to award credit. Each campus will have copies of the designated form to be used by the OCFA instruction to document attendance and grades.
2. In order for the OCFA activity to be considered for credit, the student's participation in such activities may not interfere with the remainder of the student's academic schedule.
3. Credit shall be on a pass/fail basis only and shall not count toward calculation of the student's G.P.A.
4. Students must be able to show proof of remaining in the OCFA activity for the entire semester in order to be granted credit. At any point where it is determined that the student no longer participates in the OCFA activity, the school will reassign the student to an appropriate on-campus schedule.
5. In granting the opportunity for OCFA, the school may substitute other on-campus courses for completion by the student. The granting of OCFA credit is not intended to substitute for a full school schedule. Category I requests, which occur during the school day, may result in a short schedule; however Category II requests incur no such burden on the student.
6. Students participating in OCFA performances or exhibitions during school hours are subject to the 90% attendance rule. In order for absences to be considered school-related, a certified district staff member must accompany the student(s) for the specific purpose of supervising the OCFA activity/competition.

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## **Application Procedure**

1. Students may obtain the OCFA Program Application in the counselor's office or [www.ecisd.net](http://www.ecisd.net).
2. The OCFA Program Application must be received in the counselor's office by the **first Friday in August for the fall semester, the first Friday in December for the spring semester, and the first Friday in May for summer.** **Deadlines will be strictly enforced.**
3. Students may be scheduled for Fine Arts classes based on their fine arts requirement needs until OCFA Program approval has been granted.
4. Once approved, parents and students should confirm that OCFA appears on students' schedules at the beginning of each semester and that students have received a grade on their report cards. **Schools may place an "F" on students' report cards if the Provider does not submit students' grades and/or attendance by the appropriate deadlines.**
5. A new OCFA Program Application must be submitted each school year.

## **Student/Parent Responsibilities**

1. All documentation from parents, students, and Provider/Instructor must be completed and submitted by the required deadlines. **Delinquent information will result in denial of the waiver request.**
2. Students may only participate with one Provider/Instructor at a time.
3. Students must participate 10 hours/week for Category I or 5 hours/week for Category II at the approved Provider from the beginning of each semester and continue through the entire semester or transfer into a general Fine Arts class to receive credit.
4. Students will receive a grade of pass or fail.
5. Each hour of student participation is equivalent to one day of attendance or absence, and students must meet the 90% attendance rule. Providers may round down, e.g. 1.5 hours missed = 1 day of absence.

## **Provider Responsibilities**

1. The Provider must complete and submit the OCFA Agency Agreement Contract by the **first Friday in August for the fall semester, the first Friday in December for the spring semester, and the first Friday in May for summer.** Forms may be found on the East Central ISD website at [www.ecisd.net](http://www.ecisd.net).
2. The Provider must provide documentation to verify the facility to be of "high quality" and that "appropriate trained" instructors will be supervising the student's program. The documentation may include:
  - Verification that the instructor has certification and/or experience in his/her area of instruction.
3. Provide an agreed upon outline approved by the Fine Arts Department head.
4. The Provider must provide a clean and safe environment in which students are well supervised. An instructor must be present at all times during the scheduled activity.
5. The Provider must provide the required documentation (student's hours of participation and nine weeks grade of pass or fail) to the student's counselor according to the grade due date schedule. East Central ISD will provide a copy of the school year calendar and the grading report period dates prior to the start of the school year.
6. The Provider will be dismissed from the OCFA Program if there is evidence that OCFA Program criteria and/or requirements are not being met.

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## **EAST CENTRAL ISD OFF-CAMPUS FINE ARTS PROGRAM RULES AND PROCEDURES**

Parents/Guardians asking the district to award OCFA credit for their children must make a written request, in advance of the appropriate semester, using the form provided for that purpose. All applications that met the criteria listed will be approved. Credit may be granted under the following circumstances:

### **Category I: High School, only:**

1. If the parent requests student release *during the school day* for OCFA instruction, the activity must be of professional-caliber and must require **10 or more hours** of instruction per week.
2. In order for a student to be released from regular classes during the school day for professional-caliber training, the instructor must show proof of the program's connection to professional organizations, performances, or exhibitions.
3. OCFA instruction must be supervised by appropriately trained instructors who have submitted their credentials for approval to the school district.

### **Category II: Middle and High School:**

1. The student must receive a minimum of **5 or more hours** of instruction per week in an appropriate facility, under adequate supervision.
2. Category II OCFA activity considered for credit shall be given outside of the normal school day. Students may not be released during the school day for that purpose.
3. Commercially-sponsored and private Fine Arts program instructors must have an undergraduate degree and/or supplemental qualifications. In all cases, instructors must demonstrate their competence to teach Fine Arts activities of exceptional quality that are comparable to, or superior to, the instruction offered by East Central ISD.

### **Category I and II:**

1. The OCFA instructor(s) will keep written records of the student's daily attendance, documenting the number of hours per day, per week, and per semester. The written records will also contain grades for each 9 weeks of the semester and a final grade. All of these records must be signed and submitted to the East Central ISD before a decision is made to award credit. Each campus will have copies of the designated form to be used by the OCFA instruction to document attendance and grades.
2. In order for the OCFA activity to be considered for credit, the student's participation in such activities may not interfere with the remainder of the student's academic schedule.
3. The maximum amount of high school credit granted for OCFA activities is limited to 4 credits.
4. Credit shall be on a pass/fail basis only and shall not count toward calculation of the student's G.P.A.
5. Students must be able to show proof of remaining in the OCFA activity for the entire semester in order to be granted credit. At any point where it is determined that the student no longer participates in the OCFA activity, the school will reassign the student to an appropriate on-campus schedule.
6. In granting the opportunity for OCFA, the school may substitute other on-campus courses for completion by the student. The granting of OCFA credit is not intended to substitute for a full school schedule. Category I requests, which occur during the school day, may result in a short schedule; however Category II requests incur no such burden on the student.
7. Students participating in OCFA competitions during school hours are subject to the 90% attendance rule. In order for absences to be considered school-related, a certified district staff member must accompany the student(s) for the specific purpose of supervising the OCFA performance or exhibitions.
8. East Central ISD will not be responsible for student transportation to or from the OCFA.

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**EAST CENTRAL ISD  
OFF-CAMPUS FINE ARTS PROGRAM  
RELEASE OF LIABILITY  
AND PERMISSION TO PARTICIPATE**

I hereby give permission for my child to participate in the Off-Campus Fine Arts (OCFA) program. I understand certain hazards may be associated with this activity and hereby agree to assume any and all risks surrounding my child's participation in this program. I also assume any and all risk surrounding the transportation of my child to and from these activities.

I hereby release the East Central ISD, its Board of Trustees, the school's employees, agents, and volunteers in both their official and individual capacities from any and all liability, claims, suits, damages or causes of action whatsoever for any property damage or personal injury sustained by my child that may arise in connection with his or her participation in this activity and his or her transportation described above.

Having read this Release and Permission to Participate form, I agree to the terms and conditions expressed herein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Work Phone

Student's Name \_\_\_\_\_ Student's Grade \_\_\_\_\_

Student's Campus \_\_\_\_\_ Student ID \_\_\_\_\_

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**EAST CENTRAL INDEPENDENT SCHOOL DISTRICT  
OFF-CAMPUS FINE ARTS PROGRAM  
STUDENT INFORMATION AND DISTRICT APPROVAL FORM**

*This form must be completed and signed before approval will be considered to acknowledge the understanding of the OCFA Program criteria and requirements.*

**For Office Use Only:**  
Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Initials: \_\_\_\_\_

**PLEASE PRINT**  
Student Name: \_\_\_\_\_  
Student ID# (if known): \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_  
Parent(s) or Guardian(s): \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email (optional): \_\_\_\_\_

Campus: \_\_\_\_\_ Grade Level: \_\_\_\_\_ School Year 20\_\_\_\_ - 20\_\_\_\_  
Please choose: \_\_\_\_\_ Category I (high school, only) OR \_\_\_\_\_ Category II (middle and high school)  
\_\_\_\_\_ Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer  
Counselor's Name: \_\_\_\_\_

OCFA Provider Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
*This information must be provided to the student's counselor*

This OCFA Program Application is for a fine arts substitution that will allow the applying student to receive East Central ISD course credit for the activities described in the Individual Training Plan at the OCFA Provider named in this Application. Student and Parent, by signing this Application, acknowledge their understanding that this Program will substitute for a course that may be **required for graduation**, and that failure to complete any of the Program requirements or submit information in a timely manner **may result in the student receiving a failing grade.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature or Designee (School Counselor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
OCFA Provider Signature

\_\_\_\_\_  
Date

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