



SECONDARY SCHOOL OFFICE
AMERICAN NICARAGUAN SCHOOL

**ANS Off-campus Physical Education
2015-2016 School Year**

1. Olympic-level participation and/or competition which includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the American Nicaraguan School to be of exceptional quality. **Students qualifying and participating at this level may be dismissed from school one hour per day on the days that they are scheduled to have physical education. Students dismissed may not miss any class other than physical education.**
2. Private or commercially sponsored physical activities, which includes those certified by the American Nicaraguan School to be of high quality and well supervised by appropriately trained instructors. **Student participation of at least five hours per week is required. Students certified to participate at this level may not be dismissed from any part of the regular school day.**

General Requirements

- Only students in grades 6 – 12 will be eligible for consideration for the Off-campus PE Program.
- Students participating in this program may receive a maximum of one-half credit per semester, with a maximum of four credits allowed toward high school graduation requirements.
- The student must participate in a minimum of four days during the week, under the direct supervision of the activity instructor.
- An application form must be filled in completely by the student, parent/guardian, and activity instructor, and turned in to the school no later than the end of the first week of the semester for which credit is sought.
- The student's schedule of off-campus PE activity must be kept up to date with school administration, including any change in activity instructor or agency.
- If the required hours per week cannot be fulfilled due to unforeseen circumstances (illness, injury, etc.), the hours must be rescheduled and/or additional assignments completed at the discretion of school administration.

- An administrative fee of \$50.00 per student per semester is required for participation in the Off-Campus PE
- Program to cover the expenses of mandated evaluations of activity agencies and facilities.
- Student may not remain on campus if he/she qualifies for level one consideration.

Activity Agency Responsibility

1. The activity agency must provide professional instructors who will teach required lessons and provide necessary supervision.
2. The agency instructor is required to:
 - a. Sign applications and complete activity schedules for students participating in the off-campus PE program at the instructor’s agency.
 - b. Sign an Instructor Agreement stating that he/she is aware of the emphasis on program objectives and grading based on performance and attendance.
 - c. Maintain an accurate record of student attendance, evaluate each off-campus student’s performance and submit a grade recommendation for each student, based on performance and attendance, at the end of each quarter grading period.
 - d. Submit grades to school administration via fax, email, or in person.
 - e. Inform school administration if a student’s attendance becomes irregular.
3. Meet with school representative at agency location a minimum of three times per semester for the purpose of establishing and maintaining proper evaluation of the program.

Activity Instructor Agreement

Name of Facility (Please Print)	Activity Instructor Name (Please Print)
Facility Address	Facility Phone Number/Instructor Phone Number

As a professional instructor, I am aware of the emphasis on program objectives and on grading based on performance and attendance, as required by the American Nicaragua School. I understand the importance of maintaining program integrity, and will therefore support the following conditions to my certification as an Off-Campus Physical Education Instructor.

1. I will adhere to the school's guidelines for attendance by the student. The student will participate in his/her activity, under professional supervision, a minimum of fifteen hours per week (Category One) or a minimum of five hours per week (Category Two) at my facility. The student will participate in a minimum of four days per week, with all such participation occurring under the direct supervision of the instructor.
2. I will keep an accurate record of student attendance by class time, day of the week, and hours completed.
3. I will submit a grade recommendation to school administration based upon student performance and attendance as requested.
4. I will submit a written outline of program objectives and activities when requested.
5. I will contact school administration if a student's attendance becomes irregular.
6. I understand that the American Nicaraguan School is accountable for the participation of each student in Off-Campus Physical Education, and will make every effort to cooperate with the school in its accounting procedures.

Signature of Activity Instructor	Date

Student Activity Hours Log

Day	Class Time	Date	Class Time	Date	Activity	Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

