

# LCISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM

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## OVERVIEW – CATEGORY 2 (5 Hours) High School ONLY

### Purpose of the Off-Campus Physical Education (OCPE) Program:

The Off Campus PE Program allows students in 9<sup>th</sup> through 12<sup>th</sup> grades to earn credits that meet the district and state physical education requirements. Students will be expected to be physically educated, along with being physically active. They will be expected to show accountability of skill development, learned physical activity and health concepts and social development through participation in their selected physical activity and written assignments that are based on the Texas Essential Knowledge and Skills for Physical Education. **Current approved Category 2 locations are the T.W. Davis YMCA in Richmond, TX and the Fort Bend Family YMCA in Missouri City, TX.**

### Description of the Off-Campus Physical Education Program

The Off Campus PE Program is a partnership between Lamar Consolidated Independent School District and approved off-campus agencies that provide activities such as: Swimming, group exercise, and cardio/weight training. Students will receive a grade of pass or fail. The Physical Education Department will be responsible for supervising the Off Campus PE Program standards to ensure that each student receives a quality, off-campus physical education experience.

Students are not permitted to leave campus during the school day to participate in Off Campus PE. High school students may earn 0.5 credits per semester for a total of 1.5 credits towards their high school graduation physical education requirement. Students may not be enrolled in Off Campus PE and any other general Physical Education class or Physical Education substitution at the same time.

In order for a waiver to be granted, LCISD will follow the guidelines set by the law as stated in Texas Administrative Code (TAC) §74.11(d)(7)(C). The term “appropriate” implies, among other things, **that 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.**

**High School:** Participation includes a minimum of 5 hours per week, earned over at least 3 days at a private or commercially-sponsored agency that provides physical activities which include those certified by the superintendent 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.

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## APPLICATION PROCEDURE FOR CATEGORY 2

1. Students may be scheduled for Physical Education classes based on their physical education requirement needs until Off Campus PE Program approval has been granted.
2. Students may obtain the Off Campus PE Program Application for Category 2 in the counselor's office or on the LCISD website at [www.lcisd.org](http://www.lcisd.org).
3. Students should take the Application to instructor to have the instructor complete the Individual Training Plan and sign the Application.
4. Students must provide the instructor with their counselor contact information.
5. Students must obtain their school counselor's signature on the Off Campus PE Program Application.
6. Counselors will conference with students to discuss graduation requirements and scheduling needs, and will communicate that students will stay enrolled in the appropriate PE class, if necessary, until the LCISD Physical Education Coordinator either approves or denies students' Applications.
7. Parents should keep a copy of this Application for their records.
8. The Off Campus PE Program Application must be **received in the LCISD Physical Education Department by mail, fax or hand delivery on or before the FIRST DAY OF EACH SEMESTER. Deadlines will be strictly enforced.**

*Nicole Nelson, Athletic Director  
1000 E. Stadium DR  
Rosenberg, TX 77471*

*Ph 832-223-0147  
Fax 832-223-0515*

[nnelson@lcisd.org](mailto:nnelson@lcisd.org)

9. After Applications are reviewed, confirmation emails will be sent to students' counselors. Counselors will then notify students and make appropriate schedule changes. Off Campus PE will be displayed on students' schedules and report cards. **Off Campus PE will not appear on students' schedules until approved by the LCISD Physical Education Coordinator.**
10. Parents and students should confirm that Off Campus PE appears on students' schedules at the beginning of each semester and that students have received a grade on their report cards.
11. **Schools may place an "F" on students' report cards if Agencies do not submit students' grades and/or attendance by the appropriate deadlines.** If this should happen, please contact the student's counselor and/or LCISD's Physical Education Coordinator.
12. A new Off Campus PE Program Application must be submitted each school year.

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## RESPONSIBILITIES

### Student/Parent Responsibilities:

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required **deadlines, which are on or before the FIRST DAY OF THE FALL OR SPRING SEMESTER**. It is suggested that parents and students start this process at least 2-3 weeks before the start of the semester to meet all the documentation and scheduling requirements. **Delinquent information will result in denial of the waiver request.**
2. The Off Campus PE program requires YMCA membership. Membership must be maintained throughout the student's participation in the program.
3. Students may only participate with one agency/instructor at a time. Summer activities will not be counted.
4. Students must participate 5 hours per week, over at least 3 days, at the approved Agency from the beginning of each semester and continue through the entire semester (total of 18 weeks) or transfer into a general PE class to receive 0.5 credits for Physical Education. For the Off Campus PE Program, each hour of student participation is equivalent to one day of attendance or absence.
5. Students must complete a required Off Campus PE Journal to show accountability for learned Physical Education Texas Essential Knowledge and Skills (TEKS). These weekly assignments will be discussed and the Agency instructor will give pass/fail grades. **Failure to complete this journal WILL result in a grade of "F."**
6. Students may be asked to show or turn in their journals to various LCISD employees at any time. Students should keep their journals in their possession at all times.
7. As in all classes, students must meet the 90% attendance rule.
8. Students must continue to go to their Agency and do alternative learning activities even if he/she is injured. A doctor's note must be given to the instructor with details describing what the student can and cannot do and when full participation is expected.

### Agency Responsibilities:

1. The Agency owner/manager must set up a meeting with the District PE Coordinator in order to participate in the Off Campus PE program.
2. The Agency must designate an Off Campus PE Agency Coordinator who will be responsible for ensuring that all instructors are properly trained so that all OCPE Program requirements are being met.
3. The Agency and Off Campus PE Agency Coordinator will be asked to provide the documentation listed on the Off Campus PE Agency Cooperative Agreement Contract before being approved. Agency approval interviews will only be scheduled during the months of June and July for the upcoming school year. Some agencies may be placed on a waiting list based on the availability of LCISD personnel to supervise this program. The Off Campus PE Agency Cooperative Agreement Contract may be found at [www.lcisd.org](http://www.lcisd.org).
4. Agencies must provide a clean and safe environment in which students are "well supervised," meaning that the instructor must be present at all times during the scheduled activity to provide guidance and instruction, and to reasonably ensure safety.
5. The Agency premises at which LCISD students receive services must be located within 30 miles of LCISD school boundaries.
6. The Agency will be dismissed from the Off Campus PE Program if there is evidence that Off Campus PE Program criteria and/or requirements are not being met.

## Off Campus PE Agency Coordinator and Instructor Responsibilities:

1. The Off Campus PE Agency Coordinator must ensure that all instructors are “appropriately trained,” meaning that the Agency must provide certification and/or documentation of instructor training and experience.
2. The Off Campus PE Agency Coordinator must ensure that all instructors teach and discuss the agreed upon Physical Education TEKS during scheduled practices or scheduled Off Campus PE Program instruction time.
3. The Off Campus PE Agency Coordinator must ensure that all instructors assign at least one written assignment per week based on the Physical Education TEKS selected for the program.
4. The Off Campus PE Agency Coordinator must ensure that all instructors provide grades of pass or fail for each written assignment in students’ journals and that all assignments are complete.
5. The Off Campus PE Agency Coordinator must 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 last day of each reporting period**. LCISD 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.lcisd.org](http://www.lcisd.org). The Off Campus PE Agency Coordinator must be able to provide evidence of student attendance upon request.
6. The Off Campus PE Agency Coordinator must notify the LCISD PE Coordinator and the school counselor if students choose to transfer into a general physical education class, do not meet the 90% attendance requirement, or allow YMCA membership to lapse. For the Off Campus PE Program, one hour of participation is equivalent to one day of attendance or absence. Agencies may round down (1.5 hours missed = 1 day of absence).
7. The Off Campus PE Agency Coordinator must provide LCISD with current instructor contact and certification information as needed.

LCISD will make unannounced site visits and will be expecting to see evidence of learned Physical Education TEKS. LCISD 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 Off Campus PE journal. The LCISD Physical Education Coordinator will give one warning to the Agency for non-compliance of the Off Campus PE Program requirements. If a second breach of Off Campus PE Program requirements occurs, the LCISD Physical Education Coordinator will dismiss the Agency from the Off Campus PE Program.

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
OFF-CAMPUS PHYSICAL EDUCATION WAIVER 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 OCPE Program criteria and requirements.*

**For Office Use Only:**

Date Rec'd: \_\_\_/\_\_\_/\_\_\_

Initials: \_\_\_\_\_

**APPLICATION FOR CATEGORY 2**

**Please Print:**

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

High School Campus: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Please choose:  Fall Semester  Spring Semester  Both Semesters  
Counselor Name: \_\_\_\_\_ Counselor's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Counselor Email: \_\_\_\_\_  
*This information must be provided to the Agency*

Agency Name: \_\_\_\_\_ Agency Telephone: \_\_\_\_\_  
Agency Coordinator Name: \_\_\_\_\_  
Agency Coordinator Email: \_\_\_\_\_  
*This information must be provided to the student's counselor*

This Off Campus PE Program Application is for a waiver program that will allow the applying student to receive LCISD course credit for the activities described in the Individual Training Plan at the Agency named in this Application. Student, Parent, and Off Campus PE Agency Coordinator, 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

\_\_\_\_\_  
Off Campus PE Agency Coordinator Signature only Date

*Completed packets must be turned into the Physical Education Office on or before the first day of the fall or spring semester.  
There will be no exceptions for late or incomplete applications.*

**LAMAR CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM  
INDIVIDUAL TRAINING PLAN**

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**CATEGORY 2**

(Must be completed by the approved OCPE Agency Coordinator only)

Agency site name where the student will be participating \_\_\_\_\_

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

\_\_\_\_\_

OFF CAMPUS PE Agency Coordinator's Name \_\_\_\_\_

Student's Instructor (if different than OCPE Agency Coordinator) \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

Student's School: \_\_\_\_\_

Fall Semester

Spring Semester

Both Semesters

The OFF CAMPUS PE Agency Coordinator must fill out the following schedule for the participant to verify at least 5 hours of required participation, spread over at least 3 days.

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

Signature of OFF CAMPUS PE Agency Coordinator \_\_\_\_\_

Date \_\_\_\_\_

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**RELEASE OF LIABILITY  
AND PERMISSION TO PARTICIPATE  
IN THE OFF-CAMPUS PHYSICAL EDUCATION  
EQUIVALENT PROGRAM**

**CATEGORY 2 (5 Hours)**

I hereby give permission for my child to participate in the Off Campus P.E. program. I assume all responsibility for the transportation of my child to and from these activities. I understand that membership is required for the entire time that my child participates in the OFF CAMPUS PE program.

I hereby release the Lamar Consolidated Independent School District, 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**

\_\_\_\_\_  
**Signature of Parent or Legal Guardian**

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

**Student's Name:** \_\_\_\_\_

**Student's Campus:** \_\_\_\_\_

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## Lamar CISD PE Credit Request

Olympic Quality/TEA Category I (15 hrs. per week) or Off Campus PE/TEA Category II (5 hrs. per week)

**Category I** (15 hrs per week) – Olympic Quality process: (Grades 6 – 12)

- Submit a parental written request to the associate principal or designee for participation in the activity for each semester
- Submit a written statement to the associate principal or designee from the director of the activity outlining the activities and time required for the activity (minimum allowed 15 hrs. per week)
- Student will need to provide the associate principal or designee with a participation log each six weeks signed by the activity director
- Activity director will provide the school with a numerical grade each six weeks
- Athletic Director/District PE Coordinator will give final approval of each request after the quality of the program and training times are certified

**Category II** (5 hrs per week) Off Campus PE (Grades 9 – 12)

- Submit the Off Campus PE application packet that is available on the LCISD website
- Submit the Off Campus Physical Education Individual Training Plan with appropriate signatures by the approved agency
- Submit release of liability and permission to participate form with appropriate signatures
- Activity director will provide the school with a numerical grade each six weeks
- Athletic Director/District PE Coordinator will give final approval of each request after the quality of the program and training times are certified

Check which you are requesting:

**Category I** (15 hrs per week) Olympic Quality – No period off

**Category I** (15 hrs per week) Olympic Quality – 1<sup>st</sup> or last period off

**Category II** (5 hrs per week) Off Campus PE – No period off

I understand that \_\_\_\_\_, ID # \_\_\_\_\_, Grade \_\_\_\_\_, School Year \_\_\_\_\_, will earn credit for participation in an Off-Campus P.E. activity or Olympic quality activity.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Associate Principal/ Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director/ PE Coordinator Signature

\_\_\_\_\_  
Date