

Canyon Independent School District
Off-Campus Physical Education Substitution Information Packet

To the Parents of Prospective Off-Campus Students (Grades 7-12):

The Texas Education Agency (TEA) authorizes school districts to award physical education credit for students participating in appropriate privately or commercially sponsored physical activity programs if certain guidelines are met. School districts may choose to participate in this program at their own discretion.

The purpose of the program is to accommodate students who wish to participate in special and/or accelerated physical education activities that go above and beyond those normally scheduled in the school district.

For a private or commercially sponsored physical activity program to be approved, the program must meet certain guidelines set by the Canyon Independent School District. Enclosed you will find a copy of the General Guidelines for Off-Campus Physical Education as well as the necessary forms for participation. These guidelines are for your information. **Credit will be granted only to those students who are participating in a program that is in total compliance with these guidelines.** Canyon ISD has no control over the daily activities of the program, quality of the program, or qualifications of the instructor in the program. Canyon ISD does not perform criminal background checks on the Off-Campus Physical Education Instructors. Canyon ISD is not responsible for accident or hospitalization insurance.

Please read the enclosed guidelines carefully. For your child to receive credit for physical education through this program, an application must be completed and returned to the Counselor. Applications are due in the Counselor's office no later than 3:00 p.m. on the day prior to the beginning of the semester for which a waiver is being requested.

The program is available to only those students who are attending junior high or high school, grades 7-12, for the fall/spring semesters as allowed by the District and the Texas Education Agency (TEA).

Please contact me at (806) 677-2611 if I can be of further assistance or if you need additional information. Thank you for your interest in this program.

Sincerely,

Marc Hamil
Director of Secondary Programs
Canyon ISD

Canyon Independent School District
Off-Campus Physical Education Program Procedures

1. The student attains an Off-Campus PE Substitution Information Packet from the campus counselors or online on the Canyon ISD website. Click on **For Parents** then **Physical Education Waiver Packet**.
2. The student/parent reads all the information provided in the packet and fills out the “Off-Campus Physical Education Waiver Application” form.
3. The student/parent provides the instructor from the sponsoring agency or facility with the “Off-Campus Physical Education Waiver Application (Grades 7-12)” and the “Off-Campus Physical Education Activity Schedule and Instructor Agreement” for completion and signature. At the high school level, Category I students must leave school for one period of the school day (either the first or last period of the day) due to the nature of the program activity. At the junior high level, Category I students have the option to leave during the one period of physical education or take an additional elective. At the high school or junior high level, a Category II Waiver does not allow a student to miss any part of the school day for participation in this type of program.
4. The student/parent submits the application form and instructor agreement to the appropriate grade-level counselor prior to 3:00 p.m. on the day before the first day of the semester in which participation is sought. The waiver is only valid for the current year or semester and requires submission of an application annually.
5. After checking the application thoroughly, the counselor will sign the form, secure approval and signature from the campus principal, and forward the application and the instructor agreement to the Director of Secondary Programs. **The campus principal is the administrator who approves or denies the Off-Campus P.E. Waiver for credit.**
6. The Director of Secondary Programs will review the application and notify the counselor that the process is complete based on local district guidelines. The P.E. Waiver will be kept on file in the Director of Secondary Programs office. If there are any concerns, the Director of Secondary Programs will notify the student’s counselor. The counselor will notify the parent/guardian by phone or in writing if there is a concern.
7. The Director of Secondary Programs will monitor the sponsoring agency during the semester to ensure compliance with the Texas Education Agency’s (TEA) regulations.
8. Grades and absences will be reported by the instructor from the sponsoring facility/agency to the counselor/registrar one week prior to the end of each semester. Credit will be determined on a pass/fail basis.
9. Any changes in the Off-Campus P.E. Waiver activity schedule must be approved by the campus principal and then reported immediately to the counselor and the Director of Secondary Programs.

Canyon Independent School District
Off-Campus Physical Education Guidelines

PROGRAM DESCRIPTION-GRADES 7-12

The Off-Campus Physical Educator Program is a cooperative arrangement between the Canyon Independent School District and the approved off-campus sponsoring facility/agency. These guidelines include a list of basic requirements/responsibilities that have been estimated by Canyon ISD and the Texas Education Agency (TEA). These requirements must be met and maintained to be eligible for participation in the program.

Private or commercially sponsored physical activity programs, in which students participate in intensive training above and beyond that of regular physical education classes, may be substituted for physical education credit for students in grades 7-12 as allowed by the District and the Texas Education Agency (TEA).

QUALIFYING CRITERIA

CATEGORY I:

Requires a minimum of fifteen (15) hours per week of exceptional or high quality participation by the student (comparable to Olympic training level). This category allows the student to miss one period of the school day (as defined by TEA) due to the intensive training required by the program activity. At the high school level, Category I students must leave school for one period of the school day (either the first or last period of the day) due to the nature of the program activity. At the junior high level, Category I students have the option to leave during the one period of physical education or take an additional elective.

All Category I sports/activities require individual, one-to one, directly supervised instruction. No team sports, including team sports private lessons, will be approved (i.e. basketball, hockey, lacrosse, soccer, softball, volleyball, etc.). Only sports that allow for individual scoring and individual advancement will be approved.

CATEGORY II:

Requires a minimum of five (5) hours per week of appropriate participation by the student (i.e. swimming, gymnastics, ballet, etc.). The student is not allowed to miss any part of the school day for participation in this type of program. The term “appropriate” means that the substituted 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.

ATTENDANCE

In addition to the minimum hourly requirements for each category, the student must participate in his/her activity for at least four (4) of the required hours spread over three (3) days falling between Monday through Friday of each week.

Attendance in the off-campus physical education program must comply with state compulsory attendance laws and the attendance for credit statute which requires a student to be present 90% of the days a class is offered in order to gain credit. Participation in events/activities related to the Off-Campus Physical Education Program should not affect the student’s attendance at school. Absences resulting from participation shall be recorded as unexcused.

The student must participate in the Off-Campus Physical Education program for a minimum of seventeen weeks. Extended absences for injury or illness (not to exceed nine weeks) will be excused only with a physician’s letter.

Category I students must arrive or depart school in a manner that does not affect the remainder of his/her classes. A pattern of late arrivals or early dismissals may result in the waiver being revoked.

GRADES, CREDITS, AND REQUIREMENTS

Credit will be determined on a pass/fail basis.

High school graduation requirements specify students must earn one credit of physical education. A total of no more than four (4) credits of physical education can be earned toward graduation. High school students may apply for an Off-Campus Physical Education Waiver to substitute one-half unit of physical education credit per semester. Credit may not be earned for any TEKS based course more than once.

Junior High students who receive an Off-Campus Physical Education waiver will satisfy one semester of Junior High Physical Education requirements per semester of activity in an Off-Campus program.

Texas Education Code 38.101 requires annual physical fitness assessments in grades 3-12 beginning in the 2007-2008 school year. Both junior high and high school Category I and Category II students will be required to take the FITNESSGRAM assessment during the school year. Off-Campus Physical Education students will be notified by letter when and where the assessment will take place. The results of these assessments will be reported to the Texas Education Agency (TEA) annually.

TRANSPORTATION

Transportation to and from the sponsoring agency will be the sole responsibility of the student or the student's parent/guardian.

TRANSFER

The student may **NOT** transfer from a physical education or athletic class into an Off-Campus Physical Education program after the deadline for application. However, the student may withdraw from the Off-Campus Physical Education Program and transfer back to an on-campus physical education or athletic program. Participation in a varsity athletic program will be subject to UIL rules.

LIABILITY

The District and its officers or representatives shall be excluded from liability and/or medical expenses that may develop or result from the student's participation in an off-campus program including travel to and from the program. The district has no control over the daily activities of the program, quality of the program, or qualifications of the instructor. Canyon ISD does not perform criminal background checks on the Off-Campus Physical Education Instructors.

REVOKING TRANSFER

A student's physical education waiver may be revoked if it is determined that the student's participation in the program no longer meets the criteria specified for the category chosen, if the student's attendance becomes irregular, or if a Category I student has a pattern of late arrivals or departures.

STUDENT/PARENT RESPONSIBILITIES

The student/parent is responsible for adhering to the following requirements:

1. Obtaining an Off-Campus Physical Education packet from the counselor or Canyon ISD Web Page.
2. **Submitting a completed application and instructor agreement to the counselor no later than 3:00 p.m. the day prior to the first day of the semester or sooner for which credit is being sought.**
3. Ensuring that the student participates in his/her activity at one approved agency, under professional supervision, for at least the minimum amount of time per week for a minimum of 17 weeks per semester, as determined by the category type chosen.
4. Ensuring that the student attends his/her activity on a regular basis that includes attending 90% of the days the class is offered and participating in the program a minimum of seventeen weeks.
5. Providing transportation to and from the sponsoring agency.
6. Notifying the counselor and Director of Secondary Programs of any changes in the student's schedule.
7. Notifying the counselor if the student's attendance becomes irregular or if the student withdraws from the program.

COUNSELOR RESPONSIBILITIES

The counselor's responsibilities include the following:

1. Providing applications and information on the Off-Campus Physical Education Waiver to students interested in participation in the program.
2. Answering any questions/concerns of the student/parent.
3. Checking each application submitted to verify that it is correctly and completely filled out.
4. Forwarding the application to the Director of Secondary Programs after signing it and obtaining the principal's signature.
5. Notifying the student/parent of any concerns regarding the application by phone and/or in writing.
6. Verifying that the campus registrar has scheduled all students approved for an Off-Campus PE class waiver appropriately.
7. Ensuring that grades (pass/fail) and attendance are recorded for students participating in Off-Campus Physical Education Programs at the end of each semester grading period as received by the instructor of the Off-Campus Program. Grades (pass/fail) are to be recorded at the same time as all other semester grades are entered. Absences also will be entered by the attendance clerk.

DIRECTOR OF SECONDARY PROGRAMS RESPONSIBILITIES

The Director of Secondary Programs will be responsible for the following:

1. Providing appropriate application forms and information to school counselors.
2. Reviewing applications and notifying the counselor of the approval status and/or any concerns.
3. Notifying campus principals of schedule/program changes when necessary.

Off-Campus Physical Education Waiver Application (Grades 7-12)

PLEASE PRINT

Student's Name: Last		First	Middle	School
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade Level (during year of participation)		Counselor	
Parent's/Guardian's Name:			Daytime Phone ()	
Street Address			City	Zip
Parent's/Guardian's E-Mail Address				

The above-named student is applying for approval in the following Off-Campus Physical Education Program as described below:

School Year: 20__ - 20__	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both	Type of Waiver: <input type="checkbox"/> Category I <input type="checkbox"/> Category II
Physical Activity:		
Name of Sponsoring Facility/Agency:		
Name of Instructor: (Please print)		Daytime Phone ()
Mailing Address		City Zip
Instructor's E-Mail Address		
Attach the Off-Campus Physical Education Activity Schedule, Instructor Agreement, and Instructor's Credentials to this application.		

I have carefully read the guidelines for the Off-Campus Physical Education Program and I agree to comply with those regulations. **I understand that in Category I no team sports, including team sports private lessons, will be approved (i.e. basketball, hockey, lacrosse, soccer, softball, volleyball, etc.).** Only sports that allow for individual scoring and individual advancement will be approved for Category 1. I hereby release the Canyon Independent School District, its employees, agents, and its Board of Trustees, from all claims of liability in any way attributable to this program, including all travel to, from, and during the program. I also understand that all liability in case of accident or hospitalization is the responsibility of the parent or of the private or commercial agency. Canyon ISD is not responsible for accident or hospitalization insurance. I understand that Canyon ISD has no control over the daily activities of the program, quality of the program, or qualification of the instructor in the program. Canyon ISD does not perform criminal background checks on the Off-Campus Physical Education instructors.

I understand that *Texas Education Code 38.101* requires annual physical fitness assessments in grades 3-12. Both junior high and high school Category I and Category II Off-Campus Physical Education students will be required to take the FITNESSGRAM assessment during the school year. These students will be notified when and where the assessment will take place. The results of these assessments will be reported to the Texas Education Agency annually.

Signature of Student	Date
Signature of Parent/Guardian	Date

NOTE: In order for this application to be considered for any semester, IT MUST BE RETURNED TO THE COUNSELOR NO LATER THAN 3:00 P.M. THE DAY BEFORE THE SEMESTER FOR WHICH THE WAIVER IS REQUESTED!

Signature of Counselor	Date
Signature of Principal <input type="checkbox"/> approve <input type="checkbox"/> deny	Date
Signature of Director of Secondary Programs (after Principal's Approval)	Date

Off-Campus Physical Education Activity Schedule and Instructor Agreement

Student's Name: Last	First	Middle	School
Name of Sponsoring Facility/Agency:		Name of Instructor: (Please print)	

It is my understanding that the above-named student is applying for an off-campus physical education waiver and that the student must participate in a physical education activity, under professional supervision, a minimum of fifteen hours (Category I) or five hours (Category II) each week at one approved agency in order to be eligible for the waiver. At least four (4) of the required hours must be spread over a minimum of three (3) days falling between Monday through Friday of each week. The student must participate in the program for a minimum of 17 weeks per semester. The above-named student is scheduled to participate in a physical education program meeting this requirement as designated below:

Weekday	Beginning Time	Ending Time	Activity	Hours
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

Beginning Date: _____ Ending Date: _____

(It is imperative that this schedule be kept current at all times. In case of a change in the schedule, please notify the student's grade-level counselor and the Director of Secondary Programs at 806-677-2611.)

As a professional instructor, I am aware of the emphasis on program objectives, grading based on performance and attendance established by public education, and the requirements of the Canyon Independent School District. I understand the problems inherent in a program such as Off-Campus Physical Education and the importance of maintaining program integrity. Therefore, as the program instructor, I agree to support and abide by the following standards:

1. I will adhere to the district's weekly time requirements as determined by the schedule designated above and notify appropriate personnel of any changes in the schedule.
2. I will expect the student to participate in the activity on a regularly scheduled basis.
3. I will keep an accurate record of the student's attendance and contact the campus counselor if the student's attendance becomes irregular.
4. I will forward a grade recommendation based on student performance to the campus registrar by Friday at the end of each semester grading period on the form provided by the District. (The grade will be designated as "Pass/Fail.") Absences for each semester grading period will be included on the grade report. Irregular attendance or withdrawal from the program will be reported to the appropriate District personnel in a timely manner.
5. A written outline of program objectives and activities is enclosed.
6. A copy of my professional instructor credentials is enclosed.

I understand that the Canyon Independent School District is accountable for the participation of each student in Off-Campus Physical Education programs and that the student's failure to meet the requirements may result in the District revoking the student's PE waiver. I will make every effort to cooperate with the District in their accounting procedures.

Signature of Instructor	Date
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**Off-Campus Physical Activity Substitution for Physical Education Credit
Activity Provider/Instructor Grade Report Form**

Reporting Period (Circle One):

Semester 1

Semester 2

Student's Legal Name

Canyon ISD School of Attendance/ Grade Level

Student's Home Address

Student's Home Phone Number

Parent/guardian's name

Parent/guardian's daytime phone number

Instructor's Certification

Student's attendance:

Number of days absent _____

(Please notify counselor if the student drops the program or is absent an excessive number of times.)

Student's semester grade (circle one)

Pass

Fail

I do verify that this student has fulfilled the following Canyon ISD and Texas Education Agency requirements (check one):

_____ Category I: A minimum of 15 hours per week of Olympic-caliber, highly intense, professional, supervised training

_____ Category II: At least 5 hours per week of highly intense, professional supervised training

Signature of qualified instructor

Name of program

Date

Address of Program

Phone number

It is the responsibility of the parent/guardian/student to deliver this report to the school counselor no later than the last day of each reporting period.