

## College Station ISD - OFF CAMPUS PE Application

Student's Name \_\_\_\_\_ School Year 20\_\_ - 20\_\_  
 Student's School \_\_\_\_\_ Student's Grade \_\_\_\_\_  
 Parent(s) or Guardian(s) \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 Email \_\_\_\_\_

Agency Site Name \_\_\_\_\_  
 Agency Address \_\_\_\_\_  
 Agency Coordinator name \_\_\_\_\_  
 Agency Phone Number \_\_\_\_\_  
 Agency Coordinator Email \_\_\_\_\_

Please choose: Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Both Semesters \_\_\_\_\_  
 Category I \_\_\_\_\_ Category II \_\_\_\_\_

The OCPE Agency Coordinator must complete the following schedule to verify at least 15 hours of required participation for Category I or at least 5 hours of required participation for Category II.

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

This OCPE program application is for a waiver program that will allow the applying student to receive CSISD course credit for the activities described in the Individual Training Plan at the Agency named in this application. The Student, Parent, and OCPE 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

\_\_\_\_\_  
 OCPE Agency Coordinator Signature Date

# College Station ISD - OFF CAMPUS PE Application

## Release of Liability and Permission to Participate in the Off-Campus Physical Education Equivalent Program

I hereby give permission for my child, \_\_\_\_\_, to participate in the Off Campus P.E. Program. I understand certain hazards are associated with this activity and hereby assume any and all risks surrounding my child's participation in this program. I also assume any and all risks surrounding the transportation of my child to and from these activities.

I hereby release the College Station Independent School District, it's 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.

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Printed Name of Parent or Legal Guardian

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Signature of Parent or Legal Guardian

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

## College Station Independent School District OFF CAMPUS PHYSICAL EDUCATION PROGRAM OVERVIEW

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

The purpose of the OCPE Program is to accommodate students who are making a serious effort to develop higher-level skills in a specific activity that exceeds what the school district can offer through the general physical education program. The OCPE Program allows students in grades 5-12 to earn credits that meet the district and state physical education requirements.

### Off-Campus Physical Education Program Guidelines:

The OCPE Program is a partnership between College Station Independent School District and approved off-campus agencies that provide activities such as: Dance, Diving, Equestrian, Gymnastics, Ice Skating, Swimming and Tennis. Only practice hours may count towards the state required time. Game days and competitions will not count toward the total weekly participation hours. Agencies must provide an alternative place of instruction during inclement weather. Students will receive a grade of pass or fail. The Director of Student Services will be responsible for supervising the OCPE Program standards to ensure that each student receives a quality, off-campus physical education experience.

Students may not be enrolled in OCPE and any other general Physical Education class or Physical Education substitution at the same time. **Students may not participate in OCPE in a sport that is already offered at their school.** Summer activities will not be counted.

In order for a waiver to be granted, CSISD 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.

### Qualifying Criteria:

Category I - (Olympic/National Level): Participation requires 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 to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.

Category II : Participation requires a minimum of 5 hours per week at a private or commercially-sponsored agency that provides physical activities which include those certified to be of high quality and well supervised by appropriately trained instructors. Students certified to participate at this level may only be dismissed if their PE falls at the end of the day. They may not miss any other part of the school day. They may leave as soon as their PE would start if they were taking it at school.

## College Station Independent School District OFF CAMPUS PHYSICAL EDUCATION PROGRAM OVERVIEW

### APPLICATION PROCEDURE

1. Students may be scheduled for Physical Education classes based on their physical education requirement needs until OCPE Program approval has been granted.
2. OCPE Program Applications may be obtained in the counselor's office or from the Director of Student Services at Central Office.
3. Students should take the Application to the Agency to have the OCPE Coordinator complete the Individual Training Plan and sign the application. Agencies and OCPE Coordinators MUST be on CSISD's Approved Agency List.
4. OCPE Program Applications shall be submitted to the School Counselor or the Director of Student Services.
5. 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 CSISD Director of Student Services either approves or denies students' applications.
6. After applications are reviewed, confirmation emails will be sent to students' counselors. Counselors will then notify students and make appropriate schedule changes. OCPE will be displayed on students' schedules and report cards. **OCPE will not appear on students' schedules until approved by the Director of Student Services.**
7. Parents and students should confirm that OCPE appears on students' schedules at the beginning of each semester and that students have received a grade on their report cards.
8. Students may obtain a Log of Hours journal sheet with deadlines for submissions from the School Counselor or the Director of Student Services. Log submissions shall be turned in to the School Counselor. **Schools may place an "F" on students' report cards if Agencies do not submit students' grades and/or attendance by the appropriate deadlines.**
9. A new OCPE Program Application must be submitted each school year.

Chrissy Hester, Director of Student Services  
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College Station, TX 77840

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**College Station Independent School District**  
**OFF CAMPUS PHYSICAL EDUCATION PROGRAM OVERVIEW**

**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. Students must participate 15 hours per week for Category I or 5 hours per week for Category II 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 OCPE Program, each hour of student participation is equivalent to one day of attendance or absence.
3. Students must complete a required OCPE Log of Hours to show accountability for their time and learning. **Failure to complete this log WILL result in a grade of "F."**
4. As in all classes, students must meet the 90% attendance rule.
5. 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 must designate an OCPE Agency Coordinator who will be solely responsible for training all instructors to ensure that all OCPE Program requirements are being met.
2. The Coordinator will be asked to provide the documentation listed on the OCPE Agency Agreement Contract before being approved.
3. 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 ensure safety.
4. Agencies must provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
5. Competition/Game participation may not count towards Category II required hours.
6. The Agency will be dismissed from the OCPE Program if there is evidence that OCPE Program criteria and/or requirements are not being met.

**College Station Independent School District**  
**OFF CAMPUS PHYSICAL EDUCATION PROGRAM OVERVIEW**

**OCPE Agency Coordinator and Instructor Responsibilities:**

1. The OCPE Agency Coordinator must ensure that all instructors are “appropriately trained” for Category II or “exceptionally trained” for Category I, meaning that the Agency must provide certification and/or documentation of instructor training and experience.
2. The OCPE 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' **according to the grade due date schedule provided to the agency by the CSISD PE Coordinator.** CSISD 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 may also be accessed at [www.csisd.org](http://www.csisd.org). The OCPE Agency Coordinator must be able to provide evidence of student attendance upon request.
3. The OCPE Agency Coordinator must notify the CSISD Director of Student Services and the school counselor if students choose to transfer into a general physical education class and/or do not meet the 90% attendance requirement. For the OCPE 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).
4. The OCPE Agency Coordinator must provide CSISD with current instructor contact and certification information as needed.