



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

STUDENT/PARENT INFORMATION PACKET

Texas Education Agency Guidelines

Texas Administrative Code Sections 75.151 (c) (6) (D) and 75.152 (b) (7) (C) authorize awarding physical education credit for student participation in appropriate private or commercially sponsored physical activity programs. House Bill 72 and Subsequent Legislation: Comprehensive References and Explanations on page 153 states that “such off-campus activity programs are basically those Olympic events where students spend significant amounts of time in training.”

The Commissioner’s criteria for participation in Off-Campus Physical Activity are:

- “Private or commercially sponsored physical activity programs that lead to Olympic level participation and/or competition. These programs typically involve a minimum of 15 hours per week of highly intense, professionally supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent or his/her designee to be of exceptional quality.
- Students participating at this level may receive a maximum of one-half credit per semester. A total of four credits may be earned toward state high school graduation requirements.
- Students qualifying and participating at this level may be dismissed from school one period (approximately one hour) per day for such participation. Students dismissed must not be permitted to miss any academic class (other than physical education).”
- In addition, students participating at least 5 hours but fewer than 15 hours per week, may receive credit, but **may not** be dismissed from any part of the regular school day.

The purpose of the Off-Campus Physical Activity Program is to accommodate students who are making a serious effort to develop high-level capabilities and to allow them to be involved in a program that provides training exceeding that offered in the school district. This student is taking this course for physical education credit and he/she may not be enrolled in athletics or any other physical education courses while participating in the Off-Campus Physical Activity Program. Students participating in this program may receive a maximum of one half credit per semester. All students are required to earn one credit of Physical Education to graduate. A maximum of four credits of Physical Education can be counted towards state high school graduation requirements.



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

Please Note:

Students who participate in Off-Campus Physical Activity **must resubmit this application each year.**

Current Garland ISD students must turn in their applications on or before the last day of the previous school year to be enrolled in Fall Off-Campus Physical Activity. Students new to Garland ISD in grades 6 through 12 must have their applications in by the end of the first week of fall semester.

The application deadline for participation in Off-Campus Physical Activity for the spring semester is November 1st.

The agency approval request is sent to the Texas Education Agency each summer. This is the only time any changes will be made to the agency list.

All application updates, schedules, and payments must be returned to the student's counselor before the end of the **first week** of the semester for which credit is given.



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

General Requirements

The following is a list of basic requirements that have been established by the Garland Independent School District and the Texas Education Agency. These requirements must be met and maintained to be eligible for participation in the program.

1. No off-campus program will be allowed if located more than twenty-five miles from the Garland Independent School District Professional Development Center, located at 870 W. Buckingham Rd., Garland, TX 75040.
2. Only students in grades six through twelve will be eligible for consideration for the off-campus program.
3. Only those students involved in activities at an agency or facility approved by the Texas Education Agency will be considered for participation.
4. Students applying for Off-Campus Physical Activity will be considered under two categories:

CATEGORY ONE: These programs typically involve a minimum of 15 hours per week of highly intense, professionally supervised training. Students qualifying at this level may be dismissed from school one period for such participation.

CATEGORY TWO: These programs are to be of high quality, well supervised by appropriately trained instructors and consisting of a minimum of 5 hours per week. Students certified to participate at this level MAY NOT be dismissed from any part of the regular school day.

5. The student must participate a minimum of four days during the week. All such participation must always be under the direct supervision of the instructor.
6. An application form must be filled in completely by the student, parent, agency instructor, and school personnel and turned in to the school. Applications must be submitted each year.
7. The student's schedule of Off-campus Physical Activities must be kept up to date with the Off-Campus PA Coordinator (email lagartre@garlandisd.net or fax 972-487-3214). This includes a change in instructor or agency.
8. If the required 5/15 hours per week cannot be fulfilled because of inclement weather, injury, etc., the hours must be rescheduled and/or additional assignments completed at the discretion of the Off-Campus PA Coordinator.
9. The student must participate in the program a minimum of seventeen weeks per semester. Extended absence for injury or illness (not to exceed nine weeks) will be excused only with a physician's letter. Written assignments from the GISD Off-Campus PA Coordinator may be required as make-up for the time missed.
10. If an Off-Campus PA student switched agencies to another that is not on the TEA approved list during the school year, the student will be withdrawn from OCPA until the next year when the new agency can be added to the list.



Garland ISD – Department of Curriculum and Instruction

Off-Campus Physical Activity Program

Current Category I program facilities approved in Garland ISD:

Entity Providing Service	Off-Campus Program	Accountability/Evaluation Procedures
CK Dance Studio	Dance	Agency Reports to Counselor (3x per semester)
Contemporary Ballet	Dance	Agency Reports to Counselor (3x per semester)
Dove Academy for Dance (Garland)	Dance	Agency Reports to Counselor (3x per semester)
Steps A Dance Studio (Rowlett)	Dance	Agency Reports to Counselor (3x per semester)
Studio 7 Performance	Dance	Agency Reports to Counselor (3x per semester)
XD2 Dance Studio	Dance	Agency Reports to Counselor (3x per semester)
Rockwall Hills (Rockwall)	Equestrian	Agency Reports to Counselor (3x per semester)
Spellbound Farm (Van Alystene)	Equestrian	Agency Reports to Counselor (3x per semester)
Dallas Athletic Club	Golf	Agency Reports to Counselor (3x per semester)
Firewheel Golf Course	Golf	Agency Reports to Counselor (3x per semester)
Waterview Golf Course	Golf	Agency Reports to Counselor (3x per semester)
ASI Gymnastics (Firewheel & Rockwall)	Gymnastics	Agency Reports to Counselor (3x per semester)
Metroplex Gymnastics (Allen)	Gymnastics	Agency Reports to Counselor (3x per semester)
Precision Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
Richardson Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
Texas Champion Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
McKinney North Stars	Hockey	Agency Reports to Counselor (3x per semester)
Warrior Youth Hockey	Hockey	Agency Reports to Counselor (3x per semester)
Children’s Health Star Center (Plano)	Ice Skating	Agency Reports to Counselor (3x per semester)
City of Richardson Swim Team (COR)	Swimming	Agency Reports to Counselor (3x per semester)
JER Chilton YMCA Rockwall	Swimming	Agency Reports to Counselor (3x per semester)
Rockwall ISD Aquatics/ RACE (Rockwall)	Swimming	Agency Reports to Counselor (3x per semester)
Rowlett Martial Arts	Taekwondo	Agency Reports to Counselor (3x per semester)



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

Current Category II program facilities approved in Garland ISD:

Entity Providing Service	Off-Campus Program	Accountability/Evaluation Procedures
CK Dance Studio	Dance	Agency Reports to Counselor (3x per semester)
Contemporary Ballet	Dance	Agency Reports to Counselor (3x per semester)
Dove Academy for Dance (Garland)	Dance	Agency Reports to Counselor (3x per semester)
Steps A Dance Studio (Rowlett)	Dance	Agency Reports to Counselor (3x per semester)
Studio 7 Performance	Dance	Agency Reports to Counselor (3x per semester)
XD2 Dance Studio	Dance	Agency Reports to Counselor (3x per semester)
Rockwall Hills (Rockwall)	Equestrian	Agency Reports to Counselor (3x per semester)
Spellbound Farm (Van Alystene)	Equestrian	Agency Reports to Counselor (3x per semester)
Dallas Athletic Club	Golf	Agency Reports to Counselor (3x per semester)
Firewheel Golf Course	Golf	Agency Reports to Counselor (3x per semester)
Waterview Golf Course	Golf	Agency Reports to Counselor (3x per semester)
ASI Gymnastics (Firewheel & Rockwall)	Gymnastics	Agency Reports to Counselor (3x per semester)
Metroplex Gymnastics (Allen)	Gymnastics	Agency Reports to Counselor (3x per semester)
Precision Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
Richardson Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
Texas Champion Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
McKinney North Stars	Hockey	Agency Reports to Counselor (3x per semester)
Warrior Youth Hockey	Hockey	Agency Reports to Counselor (3x per semester)
Children’s Health Star Center (Plano)	Ice Skating	Agency Reports to Counselor (3x per semester)
City of Richardson Swim Team (COR)	Swimming	Agency Reports to Counselor (3x per semester)
JER Chilton YMCA Rockwall	Swimming	Agency Reports to Counselor (3x per semester)
Rockwall ISD Aquatics/ RACE (Rockwall)	Swimming	Agency Reports to Counselor (3x per semester)
Rowlett Martial Arts	Taekwondo	Agency Reports to Counselor (3x per semester)



Garland ISD – Department of Curriculum and Instruction

Off-Campus Physical Activity Program

Agency Responsibilities

1. The agency must be located with the Garland ISD or within a 25 mile distance from Garland ISD.
2. The agency must provide professional instructors who will teach required lessons and provide necessary supervision.
3. The instructor will:
 - Sign applications and fill in activity schedules for students participating in the Off-Campus Program at the instructor's agency. **The instructor is responsible for filling out the attendance/grade form each six weeks. Grade forms should be send via email to the student's counselor and Off-Campus PA Coordinator before the end of each six week grading cycle.**
 - Sign an Instructor Agreement stating that he/she is aware of the emphasis on program objectives and grading based on performance and attendance.
 - 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 six weeks grading period to the student's counselor on supplied form.
 - Inform the GISD Off-Campus Coordinator (lagartre@garlandisd.net) if a student's attendance becomes irregular.
 - Complete a Garland ISD Volunteer background check each year.

Off-Campus PA Coordinator Responsibilities

1. Provide appropriate application forms to school counselors.
2. Have an orientation session (if necessary) with all approved off-campus agencies. Send a letter at the beginning of the school year to all agencies and/or instructors to explain the program and instructor responsibilities, including grade submission deadlines for each 6 weeks grading period of the school year. If the agency and instructor meet the requirements, have the instructor sign an Instructor Agreement to keep on file.
3. Contact the Off-Campus PA Agencies at the beginning of each semester with the grade submission dates for each 6 weeks of the semester.



Garland ISD – Department of Curriculum and Instruction

Off-Campus Physical Activity Program

Counselor Responsibilities

1. Provide applications and explain the program, especially student responsibilities, to those students eligible for the program.
2. Check each application returned to verify that it is correctly completed.
3. Once an application is **completed**, sign it, have the principal sign it, then send it to the GISD Off-Campus PA Coordinator, Department of Curriculum and Instruction, Box 109.
4. The GISD Off-Campus PA Coordinator will notify the school counselor concerning the approval or disapproval of each application.
5. Collect a check or money order for the tuition fee of \$75.00 per semester or \$100.00 per year send it to the GISD Off-Campus PA Coordinator, Department of Curriculum and Instruction, Box 109.
6. If approved for **Category One Off-Campus PA**, schedule the student for late arrival (using one of the Off-Campus PA course numbers as a first period class) or early dismissal (using one of the Off-Campus PA course numbers as the last period of the day). Students may be dismissed from no more than one class period per day (every other day for high school block).

7. If approved for **Category Two Off-Campus PA**, schedule the student in one of the Off-Campus PA course numbers (below) during a class period before or after the regular school day schedule (Zero Hour, Extended Day, 8th on a 7-period schedule, etc.).
8. **The Texas Education Agency has stipulated that only students participating in a minimum of 15 hours per week may be dismissed from any part of the regular school day.**
9. Receive and report the cycle grade and attendance from the student’s Off-Campus Agency for the student at the end of each grading cycle and submit the term grade at the end of each semester.

Off-Campus PA Course Numbers

Middle School

Course Number	Description
54594	Off-Campus PA (Grade 6)
54595	Off-Campus PA (Grades 7-8)

High School

Course Number	Description
54222	Off-Campus PA 1 (High School Credit)
54223	Off-Campus PA 2 (High School Credit)
54224	Off-Campus PA 3 (High School Credit)
54225	Off-Campus PA 4 (High School Credit)



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

TO BE COMPLETED BY STUDENT: (This information pertains to the year of participation.)

Last Name	First Name	School
Gender	Grade	Student ID Number
Counselor	Off-Campus PE Activity	

Parent/Guardian Name	Street Address	City, Zip Code
Day Telephone Number	Evening Telephone Number	Email Address
Signature of Parent or Guardian		Date

Name of Agency/Facility	Street Address	City, Zip Code
Name of Instructor	Telephone Number	Email Address
Day Telephone Number	Evening Telephone Number	Email Address
Signature of Instructor		Date

Circle only one of the three options in each row below subject to the approval of the student's principal.			
I am applying for admission into Off-Campus Physical Activity for the semester(s) indicated. <i>(Check should be submitted with application)</i>	Fall \$75	Spring \$75	Fall & Spring \$100
If accepted into Off-Campus Physical Activity, I would like the following arrangement used in scheduling the time for Off-Campus Physical Education. <u>(Only students participating in Category 1 {15 hours or more per week} OCPA may be dismissed from any part of the regular school day.)</u>	Late Arrival	Early Dismissal	Neither (Attend school for all class periods)

During a semester, the student may not transfer from Athletics or another Physical Education class into Off-Campus Physical Activity or from Off-Campus Physical Activity into Athletics or Physical Education.

Signature of School Counselor	Date
Signature of Principal	Date

Refunds for Off-Campus Physical Activity will **not** be given if a student unenrolls from the course.



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

Off-Campus Physical Activity Instructor Agreement

Facility (Please print)	Instructor's Name (Please print)

As a professional instructor, I am aware of the emphasis on program objectives and on grading based on performance and attendance required by the Garland 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, I will support the following conditions to my certification as an Off-Campus Physical Activity Instructor.

1. The instructor will adhere to the District's guidelines for attendance by the student.

The student must participate in his/her activity, under professional supervision, a minimum of fifteen hours (Category One) or ten hours (Category Two) each week at one facility.

The student must participate **a minimum of four days during the week**. All such participation must always be under the direct supervision of the instructor.

2. The instructor will keep an accurate record of student attendance.
3. The instructor will submit a grade form each six week grading period to student's school counselor based on student performance and attendance as requested. If grades are not submitted in a timely manner— participation with Garland ISD Off-Campus Physical Activity may be terminated.
4. The instructor will submit a written outline of program objectives and activities when requested.
5. The instructor will contact the GISD Off-Campus PA Coordinator if a student's attendance becomes irregular.

I understand that the Garland Independent School District is accountable for the participation of each student in Off-Campus Physical Activity. I will make every effort to cooperate with the District in its accounting procedures.

Signature of Instructor	Date



Garland ISD – Department of Curriculum and Instruction Off-Campus Physical Activity Program

TENTATIVE SCHEDULE-TO BE COMPLETED BY AGENCY INSTRUCTOR

The student must participate in his/her activity under professional supervision a minimum of five/fifteen hours each week at one approved agency. The required hours each week must be spread over at least four days and include at least ninety minutes of instruction by an approved instructor. At least five of the required hours each week must be completed Monday through Friday. A maximum of two of the required hours may be accounted for in competitive meets/tournaments.

Indicate the beginning time, ending time and the nature of activity. **It is imperative that this schedule be kept current at all times. In case of a change in schedule, please notify the GISD Off-Campus PA Coordinator** (by fax at (972) 487-3214 or by email lagarte@garlandisd.net).

Day	Class Time	Class Time	Activity	Hours
Mondays				
Tuesdays				
Wednesdays				
Thursdays				
Fridays				
Saturdays				
Sundays				

TO BE COMPLETED BY PARENT AND STUDENT:

I have carefully read the guidelines for the Off-Campus Physical Activity program, and I agree to comply with those regulations. I hereby release the Garland Independent School District, its employees, agents, and its Board of Trustees, from all claims or 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/guardian or of the private or commercial school. The Garland Independent School District is not responsible for accident or hospitalization insurance. I understand that the Garland Independent School District has no control over the daily activities of the program, quality of the program, or qualifications of the instructor in the program.

	has my permission to participate in the Off Campus Physical Activity program for	
Student's Name		Off-Campus PA Activity and Facility
Signature of Student		Date
Signature of Parent or Guardian		Date

If you have any questions about this form, please contact the GISD Off-Campus PE Coordinator via email at lagartre@garlandisd.net.