



STUDENT/PARENT INFORMATION PACKET

Texas Education Agency Guidelines

Texas Education Code 28.025(b-10), and Texas Administrative Code (TAC) Chapter 74, Subchapter B authorize awarding physical education credit for student participation in appropriate private or commercially sponsored physical education programs. House Bill 72 and Subsequent Legislation: Comprehensive References and Explanations (page 153) states that such off-campus education programs are basically those Olympic events where students spend significant amounts of time in training. The Commissioner of Education approves each school district's off campus physical education programs.

Criteria for participation in Off-Campus Physical Education:

- Category I students participate in a private or commercially sponsored physical education program that leads to Olympic level participation and/or competition. This program **MUST** involve **a minimum of 15 hours per week** of highly intense, supervised professional training.
- The superintendent or his/her must certify the training facility, instructors, and the activities involved in the program designee to be of exceptional quality.
- Students participating at this level may receive a maximum of **one credit per year**. 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 no more than one class period (approximately one hour) per day for participation. Students dismissed **MUST** not be permitted to miss any academic class other than physical education.

- Category II students participate in a private or commercially sponsored physical education program that is of high quality and certified by the superintendent. This program **MUST** involve **a minimum of 5 hours per week, but fewer than 15 hours per week** of supervised instruction by appropriately trained instructors. Students may receive credit, but may **NOT** be dismissed from any part of the regular school day.

The purpose of the Off-Campus Physical Education 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 what is 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 Education program. Students participating in this program may receive a maximum of one credit per year. 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.

Students who participate in Off-Campus Physical Education must resubmit this form each year. **All forms must be complete and returned to the student's assigned campus counselor along with the correct tuition fee by the deadline (May 3, 2024) for eligible participation in OCPE for the upcoming school year.**



Garland ISD – Department of Teaching & Learning Development Off-Campus Physical Education 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 25 miles from the Garland Independent School District Professional Development Center, located at 870 W. Buckingham Rd., Garland, TX 75040, student's enrolled campus, or area code 75040.
2. Only students in grades 6-12 are 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 Education will be considered under two categories:

CATEGORY ONE: These programs **MUST** involve a minimum of 15 hours per week of highly intense, professionally supervised training. Students qualifying at this level may be dismissed from school for one period per day for participation. **Students may only miss their physical education class to attend such training.**

CATEGORY TWO: These programs **MUST** involve a minimum of 5 hours per week of high quality, supervised instruction by appropriately trained instructors. Students certified to participate at this level may **NOT** be dismissed from any part of the regular school day.

5. The student must participate in a minimum of four days of training during the week. All such participation **MUST** be under the direct supervision of the assigned instructor.
6. The student, parent, agency instructor, school counselor, and school administrator **MUST** fill out an OCPE application completely before applying. **The completed application will be submitted to the school counselor with the correct tuition fee by the deadline (May 3, 2024) for eligible participation in OCPE (see application). Students must apply for Off Campus Physical Education each year.**
7. The student's schedule of Off-campus Physical Activities must be kept up to date with the Off-Campus PE Coordinator (Email: gisdhpe@garlandisd.net). **This includes a change in instructor or agency during the school year.**
8. If the required 5 or 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 GISD Health & Physical Education Coordinator.
9. The student must participate in the program **a minimum of 17 weeks per semester**. Extended absence for injury or illness (not to exceed nine weeks) may be excused only with a physician's letter. Written assignments may be required as make-up for the missed time.
10. An OCPE student will be withdrawn from their Off Campus Physical Education class if the student switches agencies during the approved period to another agency that is not on the TEA approved list during the school year. Agencies may apply to be added to the approved list each spring.



Garland ISD – Department of Teaching & Learning Development
Off-Campus Physical Education Program

Current Category I program facilities approved in Garland ISD:

Agency Providing Service	Off-Campus Program	Accountability / Evaluation Procedures
CK Dance Studio	Dance	Agency Reports to Counselor (3x per semester)
Contemporary Ballet Dallas	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 Alstyne)	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)
Rhythmic Ribbon of Texas	Gymnastics	Agency Reports to Counselor (3x per semester)
Richardson Gymnastics	Gymnastics	Agency Reports to Counselor (3x per semester)
Southlake Gymnastics	Gymnastics	Agency Reports to Counselor (3x per semester)
Texas Champion Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
Allen Americans	Hockey	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)
Team Texas Rock Climbing	Rock Climbing	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 Teaching & Learning Development
Off-Campus Physical Education Program

Current Category II program facilities approved in Garland ISD:

Agency Providing Service	Off-Campus Program	Accountability / Evaluation Procedures
CK Dance Studio	Dance	Agency Reports to Counselor (3x per semester)
Contemporary Ballet Dallas	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 Alstyne)	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)
Rhythmic Ribbon of Texas	Gymnastics	Agency Reports to Counselor (3x per semester)
Richardson Gymnastics	Gymnastics	Agency Reports to Counselor (3x per semester)
Southlake Gymnastics	Gymnastics	Agency Reports to Counselor (3x per semester)
Texas Champion Gymnastics (Richardson)	Gymnastics	Agency Reports to Counselor (3x per semester)
Allen Americans	Hockey	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)
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Garland ISD – Department of Teaching & Learning Development

Off-Campus Physical Education Program

Agency Responsibilities

1. The agency must be located within Garland ISD or within a 25-mile distance from the Shugart Professional Development Center, 870 W Buckingham Rd., Garland, TX 75040 or the enrolled student's campus.
2. The agency must provide professional instructors who will teach required skills/lessons and provide necessary supervision.
3. The instructor will:
 - Sign and submit OCPE Agency Instructor Agreement, OCPE application, fill in activity schedules for students participating in the Off-Campus PE program for their instructor agency, and agree to OCPE Agency Responsibilities.
 - Complete attendance and grade report forms each 9-weeks using the provided form due by the assigned deadlines (and progress reports as needed).
 - ***Student participation in a GISD OCPE program may be terminated if the OCPE agency coordinator does not submit grades in a timely manner.***
4. Sign an OCPE Agency Instructor Agreement stating that he or she is aware of the emphasis on program objectives and grading based on performance and attendance.
5. Maintain an accurate record of student attendance and evaluate each off-campus student's performance. Submit a grade recommendation for each student based on performance and attendance at the end of each nine weeks grading period via the **GISD OCPE Grade Report Form** (no exceptions).
6. Inform the GISD Coordinator of Health & PE (gisdhpe@garlandisd.net) if a student's attendance becomes irregular or an injury prevents the student from participating.

Off-Campus PE Coordinator Responsibilities

1. Provide appropriate timelines, procedures, and information for OCPE to school counselors and OCPE instructors.
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 9-week grading periods for the school year. If the agency and instructor meet the requirements, have the instructor sign an Instructor Agreement to keep on file.
3. Provide a grade report form to Off-Campus PE Agency Instructors at the beginning of the school year indicating the grade submission dates for each 9-weeks of the calendar year.

Student/Parent Responsibilities

1. Notify your student's counselor and the Health & PE Coordinator if the student sustains an injury that prevents them from participating in OCPE for more than 3 days. If the injury will prevent the student from participating more than 3 days, a doctor's note is required to be turned into the campus counselor.
2. Notify the counselor and OCPE Coordinator if there is an agency change during the school year (see **General Requirements** for instructions on an agency change).



Garland ISD – Department of Teaching & Learning Development

Off-Campus Physical Education Program

Counselor Responsibilities

1. Share program overview, OCPE requirements, and student responsibilities to eligible students interested in the program.
2. **Verify returned applications are completely and correctly completed.**
3. Collect an online payment for the tuition fee of \$100.00 per year (**preferred**). A check or money order may be sent to the Health & PE Coordinator, Department of Teaching & Learning Development, Box 162.
4. Send the completed application to LeeAnn Stephenson, GISD Health & PE Coordinator, LPittmanStephenson@garlandisd.net. **A completed application includes a correctly filled in application, payment fee processed and confirmed, and signatures by the counselor, principal, OCPE agency instructor, parent, and student.**
5. The GISD Health & PE Coordinator will notify the school counselor if the TEA has not approved any requested OCPE agencies.
6. If approved for a **Category One Off-Campus PE program**, schedule the student for late arrival (using one of the Off-Campus PE course numbers as a first period class) or early dismissal (using one of the Off-Campus PE course numbers as the last period of the day). **Students may be dismissed from no more than one class period per day, and may not miss any other academic class other than PE (every other day for a high school block schedule).**
7. If approved for a **Category Two Off-Campus PE program**, schedule the student in one of the Off-Campus PE course numbers during a class period before or after the regular school day schedule (Zero Hour, Extended Day, 8th period 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. Counselors will receive the cycle grade and attendance for each OCPE student from the Health & Physical Education Coordinator each grading cycle. Counselors are responsible for submitting cycle or term grades each semester on campus. **Notify the Health & PE Coordinator if the student un-enrolls from the course or withdraws from the district immediately.**

Off-Campus PE Course Numbers

Middle School

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

High School

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



Garland ISD – Department of Teaching & Learning Development
Off-Campus Physical Education Application

To be completed by the Student or Parent/Guardian: (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
Initials 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
Initials 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 Education for the 2024-2025 school year. Online payment should be submitted to your 24-25 campus with the completed application.			Year \$100
If accepted into the Off-Campus Physical Education program, I would like the following scheduling time. Students participating in a Category I OCPE program ONLY may be dismissed from school for one period per day for off-campus physical education (15 hours or more per week).	<input type="checkbox"/> Late Arrival	<input type="checkbox"/> Early Dismissal	<input type="checkbox"/> Neither (No early or late release)

Signature of School Counselor	Date
Signature of Principal	Date

NOTE: In order for this application to be considered, it must be completed in full and returned to the student’s campus counselor along with the total fee by the OCPE application deadline of May 3, 2024. All OCPE applications MUST be submitted by the deadlines outlined. **The OCPE Coordinator MUST receive ALL applications by Friday, May 3, 2024.** Applicants should review approved GISD Agencies before applying. Agencies are approved and renewed each summer. The current list does not guarantee that an agency will be approved for the upcoming school year. **Refunds for Off-Campus Physical Education will NOT be given if a student un-enrolls from the course once the 2024-2025 school year has begun. During a semester, an OCPE student may not transfer from Athletics or another Physical Education class into Off-Campus Physical Education or from Off-Campus Physical Education into an Athletics or Physical Education class.**



Garland ISD – Department of Teaching & Learning Development
Off-Campus Physical Education Application

**Off-Campus Physical Education
 Instructor Agreement**

OCPE Facility (Please Print)	OCPE Instructors 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 Education 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 15 hours (Category One) or 5 hours (Category Two) each week at the assigned facility.
 - The student must participate in a minimum of 4 days during the week. All such participation must always be under the direct supervision of the OCPE agency instructor.
2. The instructor will keep an accurate record of student attendance.
3. The instructor will submit a grade form each 9-week grading period using the GISD OCPE Digital Grade Form based on student performance and attendance as requested. **Participation in Garland ISD Off-Campus Physical Education may be terminated if grades are not submitted in a timely manner according to the deadlines provided.**
4. The instructor will submit a written outline of program objectives and activities when requested.
5. The instructor will contact the GISD Health & PE Coordinator if a student’s attendance becomes irregular, discontinues or the student sustains an injury that prevents them from participating.

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

Signature of OCPE Instructor	Date



Garland ISD – Department of Teaching & Learning Development

Off-Campus Physical Education Application

TENTATIVE STUDENT OCPE SCHEDULE - TO BE COMPLETED BY AGENCY INSTRUCTOR

The student must participate in his or her activity under professional supervision a minimum of 5 or 15 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 OCPE 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 below. **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 PE Coordinator by email at gisdhpe@garlandisd.net.** This schedule MUST be completed by the OCPE Instructor.

Day	Class Begin Time	Class End Time	Activity	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL:				

TO BE COMPLETED BY PARENT AND STUDENT:

I have carefully read the guidelines for the Off-Campus Physical Education 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 or guardian or of the company, institution, or 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.

	The aforementioned student has my permission to participate in the Off-Campus Physical Education program for the OCPE program listed.	
Student's Name (Please Print)		Off-Campus Physical Education Facility
Signature of Student		Date
Signature of Parent or Guardian		Date

If you have any questions about this form, please contact the GISD Coordinator of Health & Physical Education via email at: gisdhpe@garlandisd.net.