



# Off-Campus Physical Education Program

## OCPE APPLICANT INFORMATION PACKET

### Purpose

The Off-Campus Physical Education (OCPE) Program is designed for students committed to developing advanced athletic skills through specialized training beyond what the school district offers. Students enrolled in OCPE receive physical education credit and **cannot** participate in school athletics or other PE courses simultaneously. Participants may earn up to **one PE credit per year**, with a **maximum of four credits** counting toward state graduation requirements. All students must complete at least **one PE credit** to graduate.

Students must reapply for Off-Campus Physical Education each year. A completed application and the required tuition fee must be submitted to the student's campus counselor by **May 2, 2025**, to be eligible for OCPE in the upcoming school year.

### Texas Education Agency Guidelines

Texas Education Code 28.025, (b-10) and TAC Chapter 74, Subchapter B) allows students to earn physical education credit through approved private or commercially sponsored programs. According to House Bill 72, such off-campus programs primarily support Olympic-level training. Each school district's Off-Campus Physical Education (OCPE) program must be approved by the Commissioner of Education.

### OCPE Participation Criteria

#### Category I:

- Requires at least **15 hours per week** of intensive, professionally supervised training aimed at Olympic-level participation or competition.
- The **superintendent or designee** must approve the training facility, instructors, and program quality.
- Students may earn **one PE credit per year**, up to a **maximum of four credits** toward graduation.
- Students in this category may be **dismissed for one class period per day** but cannot miss any academic classes except physical education.

#### Category II:

- Students must participate in a **high-quality, certified physical education program**.
- Requires **5 to 14 hours per week** of high-quality, supervised instruction by trained professionals.
- Students may receive PE credit but **cannot be dismissed from any part of the regular school day**.



# Off-Campus Physical Education Program

## General Requirements

The following requirements, established by the **Garland Independent School District (GISD)** and the **Texas Education Agency (TEA)**, must be met and maintained for participation in the Off-Campus Physical Education (OCPE) program each year.

1. Off-campus programs must be **within 25 miles** of the GISD Professional Development Center (870 W. Buckingham Rd., Garland, TX 75040), the student's enrolled campus, or ZIP code 75040.
2. Students in grades 6-12 are eligible.
3. Students must train at a **GISD approved agency** (TEA-approved) to qualify.
4. Students are categorized based on training hours:
  - **Category I:** Requires a **minimum of 15 hours per week**. Students may be **dismissed for one class period per day** from physical education **ONLY**.
  - **Category II:** Requires **5-14 hours per week**. Students at this level **may not be dismissed** from any part of the regular school day.
5. Students must train **at least four days per week** under direct supervision.
6. The OCPE application must be fully completed including the student, parent, agency instructor, school counselor, and school administrator signatures and information. The **tuition fee must be submitted with the application no later than May 2, 2025**, for participation. Students must reapply each year.
7. Any changes to the student's training schedule, instructor, or agency must be reported to the OCPE Coordinator ([gisdhpe@garlandisd.net](mailto:gisdhpe@garlandisd.net)).
8. If a student cannot meet the required 5 or 15 hours per week due to weather, injury, or other reasons, they must reschedule hours or complete make-up assignments as determined by the GISD Health & PE Coordinator.
9. Students must participate in OCPE for at least 17 weeks per semester. Absences due to illness or injury (not to exceed nine weeks) require a physician's note and may include written assignments as make-up work.
10. If a student transfers to a non-GISD-approved agency during the school year, they will be withdrawn from OCPE. Students transferring to another GISD-approved agency during the school year **MUST** be reported to OCPE Coordinator within two weeks of the change to remain in OCPE. Agencies may apply for TEA approval each spring.



# Off-Campus Physical Education Program

## Agency Responsibilities

1. Agencies must be located within Garland ISD or within 25 miles of the Shugart Professional Development Center (870 W. Buckingham Rd., Garland, TX 75040) or the enrolled student's campus.
2. Agencies must provide qualified professional instructors to teach required skills, conduct lessons, and supervise students.
3. Instructor Responsibilities:
  - Acknowledge understanding of program objectives, grading criteria, and attendance policies.
  - Submit a signed **OCPE Agency Instructor Agreement**, and complete student **activity schedules**.
  - Complete and submit attendance and grade reports every nine weeks by the assigned deadlines.
  - **Failure to submit grades** on time may result in **termination of the agency** and student participation in the OCPE program.
4. Maintain **accurate attendance records** and evaluate each student's performance. Submit a grade recommendation based on performance and attendance using the **GISD OCPE Grade Report Form** at the end of each nine-week grading period (no exceptions).
5. **Notify the GISD Coordinator of Health & PE** ([gisdhpe@garlandisd.net](mailto:gisdhpe@garlandisd.net)) if a student's **attendance becomes irregular**, or if an injury prevents student participation **within two weeks** of injury.

## Off-Campus PE Coordinator Responsibilities

1. Provide timelines, procedures, and program details to school counselors, parents, and OCPE instructors.
2. Conduct an orientation session for approved agencies, if needed. Send a letter to all agencies and instructors outlining program expectations, responsibilities, and grade submission deadlines at the start of the school year. Ensure that instructors who meet the requirements sign and submit an Instructor Agreement for record-keeping.
3. Distribute the grade report form to OCPE instructors at the beginning of the school year, including submission deadlines for each nine-week grading period.

## Student and Parent Responsibilities

1. **Sign and submit** the completed **OCPE application** with fee by **the May 2, 2025, deadline**.
2. Ensure student trains at the approved agency at least four days per week to meet OCPE requirements.
3. Notify the student's counselor and OCPE Coordinator if the student is injured and unable to participate in OCPE for more than 3 days. A doctor's note must be submitted to the campus counselor and OCPE Coordinator if the injury will result in more than 3 days of missed participation.
4. Notify the counselor and OCPE Coordinator within two weeks if there is a change in agency during the school year (refer to **General Requirements** for instructions on an agency change).



# 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 that all submitted applications are completed accurately and in full.
3. Collect the fee of **\$100.00** through **online payment** (preferred). Payments via **check or money order** should be sent to the Health & PE Coordinator, Department of Teaching & Learning Development, Box 162.
4. Submit completed applications to **LeeAnn Stephenson**, GISD Health & PE Coordinator, at **LPittmanStephenson@garlandisd.net**. Ensure the application includes the completed form, payment confirmation, and required signatures from the counselor, principal, OCPE agency instructor, parent, and student. **Applications will ONLY be received from the campus counselor.**
5. The approved GISD OCPE agency list will be posted on the district OCPE website after July 14, 2025. Participants will be notified if GISD or the TEA has not approved any requested OCPE agencies.
6. If approved, **Category One** students will be scheduled for **late arrival** (first period) or **early dismissal** (last period) using the appropriate Off-Campus PE course number. Students may only be dismissed for one class period per day and may not miss any academic classes other than PE.
7. If approved, **Category Two** students will be scheduled before or outside of the regular school day using the appropriate Off-Campus

8. PE course number (Zero Hour, Extended Day, 8th period on a 7-period schedule). Students may not miss any part of the regular school day.
9. **ONLY Category One** students participating in a minimum of 15 hours per week may be dismissed from any part of the regular school day.
10. Counselors will receive the cycle grade and attendance information for each OCPE student from the Health & Physical Education Coordinator each grading cycle. Counselors are responsible for submitting grades each cycle. **Notify the Health & PE Coordinator immediately if the student withdraws or unenrolls from the program or district.**

## 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)



## Off-Campus Physical Education Program

**To be completed by the Student or Parent/Guardian:** (This information pertains to the year of participation)

<b>Student Last Name</b>	<b>Student First Name</b>	<b>School</b>
<b>Gender</b>	<b>Grade</b>	<b>Student ID Number</b>
<b>Counselor Name</b>	<b>Off-Campus PE Activity</b>	
<b>Parent/Guardian Name</b>	<b>Street Address</b>	<b>City, Zip Code</b>
<b>Day Telephone Number</b>	<b>Evening Telephone Number</b>	<b>Email Address</b>
<b>Name of Agency/Facility</b>	<b>Street Address</b>	<b>City, Zip Code</b>
<b>Name of Instructor</b>	<b>Telephone Number</b>	<b>Email Address</b>

Select 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 2025-2026 school year. <b>Online payment should be submitted to your 25-26 campus with the completed application.</b>			<b>Year \$100</b>
If accepted into the Off-Campus Physical Education program, I would like the following scheduling time. <b>ONLY students participating in a <u>Category I OCPE program</u> may be dismissed from school for one period per day for off-campus physical education (15 hours or more per week).</b>	<input type="checkbox"/> <b>Late Arrival</b>	<input type="checkbox"/> <b>Early Dismissal</b>	<input type="checkbox"/> <b>Neither (No early or late release)</b>
<b>Signature of School Counselor</b>	<b>Date</b>		
<b>Signature of Principal</b>	<b>Date</b>		

**NOTE:** To be considered, this application must be fully complete and submitted to the student's campus counselor along with the total fee by the OCPE application deadline of **May 2, 2025**. All applications must be received by the OCPE Coordinator by **Friday, May 2, 2025**. Applicants should verify approved GISD Agencies before applying, as agencies are approved and renewed each summer. The current list of approved agencies does not guarantee approval for the upcoming school year. **Refunds will not be issued** if a student withdraws from the Off-Campus Physical Education program after the start of the 2025-2026 school year. Additionally, students may not transfer from **Athletics** or another **Physical Education class** into Off-Campus Physical Education or vice versa during the semester.



# Off-Campus Physical Education Program

## OFF CAMPUS PHYSICAL EDUCATION INSTRUCTOR AGREEMENT

<b>OCPE Facility Name (Please Print)</b>	<b>OCPE Instructors Name (Please Print)</b>

As a professional instructor, I acknowledge the importance of adhering to the program objectives and grading criteria established by the Garland Independent School District, which are based on student performance and attendance. I understand the challenges involved in managing an Off-Campus Physical Education program and the need to maintain its integrity. In alignment with these expectations, I agree to the following conditions as part of my certification as an Off-Campus Physical Education Instructor:

**1. Attendance Requirements:**

- The student must engage in their activity, under professional supervision, for a minimum of 15 hours per week (Category One) or 5 hours per week (Category Two) at the assigned facility.
- The student must participate at least 4 days per week, with all participation being directly supervised by the OCPE agency instructor.

**2. Attendance Records:**

- I will maintain accurate attendance records for each student.

**3. Grade Reporting:**

- I will submit a grade report each 9-week grading period using the GISD OCPE Digital Grade Form, based on student performance and attendance as requested. Failure to submit grades on time may result in the termination of the student’s participation in the Off-Campus Physical Education program.

**4. Program Outline:**

- I will provide a written outline of program objectives and activities when requested.

**5. Communication:**

- If a student’s attendance becomes irregular, they withdraw, or they sustain an injury that affects their participation, I will immediately notify the GISD Health & PE Coordinator.

I understand that the Garland Independent School District is responsible for monitoring each student's participation in the Off-Campus Physical Education program, and I will fully cooperate with the district in meeting its accountability procedures.

<b>Signature of OCPE Instructor</b>	<b>Date</b>



# Off-Campus Physical Education Program

## TENTATIVE STUDENT OCPE SCHEDULE - TO BE COMPLETED BY AGENCY INSTRUCTOR

The student must participate in their activity under professional supervision for a minimum of 5 or 15 hours per week at **one approved agency**. The activity **MUST** take place at least four days, with a minimum of 90 minutes of instruction by an approved OCPE instructor. A minimum of 5 hours must be completed Monday through Friday of each week. Up to two hours may be fulfilled through participation in competitive meets or tournaments.

**The OCPE Instructor must complete this schedule.** Indicate the start and end times of the activity in the section below. It is essential that this schedule remains current. If there are any changes, please notify the GISD Off-Campus PE Coordinator at [gisdhpe@garlandisd.net](mailto:gisdhpe@garlandisd.net).

Day	Class Begin Time	Class End Time	Activity	Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>TOTAL</b>				

## TO BE COMPLETED BY THE 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.

<b>Student's Name (Please Print)</b>	<b>OCPE Facility</b>
<b>Signature of Student</b>	<b>Date</b>
<b>Signature of Parent or Guardian</b>	<b>Date</b>



## 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)





## 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)
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)