



## **Off Campus Physical Education Program Waiver Information Packet**

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

To maintain compliance with the Texas Education Code (19 TAC Chapter 74) and provide training opportunities for elite athletes, Eagle Mountain-Saginaw Independent School District (EMS ISD) offers students a waiver process for Off Campus PE programs. This waiver process allows students to earn physical education credit towards their state graduation credits by participating in approved off campus PE programs.

### **Description of the Off-Campus Physical Education Program**

The OCPE Program is a partnership between EMS ISD, the student, and an approved off-campus agency/facility selected by the student and approved by the district. Students in 6th through 12th grades can earn credits that meet the district and state physical education requirements. Students will be expected to be physically educated, along with being physically active. They will be expected to show accountability of skill development, learned physical activity and health concepts, and social development through participation in their selected physical activity. Written and tested assignments are based on the Texas Essential Knowledge and Skills for Physical Education, as necessary.

For a private or commercially sponsored physical activity program to be approved, the program must meet certain guidelines set by EMS ISD. Enclosed you will find a copy of the General Guidelines for OCPE as well as the necessary forms for participation. Students may not be enrolled in OCPE and any other general Physical Education class or Physical Education substitution at the same time.

## **Available Programs**

For a waiver to be granted, EMS ISD will follow the guidelines set by the law as stated in Texas Administrative Code (TAC) §74.11(d)(7)(C). The term “appropriate” implies 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. Request for waivers for approval of private or commercially sponsored physical activity programs will be considered in the following two categories:

### **Category 1**

These programs involve a minimum of fifteen (15) hours per week of highly intense, professionally supervised training. Students qualifying at this level may miss one period per day. The student will follow the schedule for the full semester in which he/she is enrolled. Students participating at this level may receive a maximum of one-half credit per semester. A total of one credit may be earned toward state high school graduation requirements for students' grades 9-12. Students may NOT stay on campus during the one period they are dismissed from school. Students will be awarded a grade of “P” (pass) or “F” (fail) at the completion of the semester. Please note any competitions associated with loss of school time are not subject to being excused by building principals. Students may only participate with one agency/instructor at a time.

### **Category 2**

These programs are to be of high quality, well supervised by appropriately trained instructors, and consisting of a minimum of (5) hours per week. The 5 hours must be practice hours and may not include competition times and/or meetings and are calculated for the school week. Students certified to participate at this level MAY NOT be dismissed from any part of the regular school day. Students participating at this level may receive a maximum of one-half credit per semester. A total of one credit may be earned toward high school graduation requirement. Please note any competitions associated with loss of school time are not subject to being excused by building principals. Students may only participate with one agency/instructor at a time.

## **Removal from the OCPE Program**

A student may be removed from the OCPE Program at the discretion of the school district if it is determined the student is not complying with the guidelines. No partial credit will be awarded. A student may be removed from the program for the following reasons:

- no longer meets the criteria specified for the category chosen
- the student's attendance becomes irregular
- the student has a pattern of late arrivals and/or early or late departures from school
- the student or OCPE Agency does not provide the required documentation by the district deadlines

## **Fitnessgram**

Students enrolled in OCPE must participate in the state mandated FITNESSGRAM Fitness assessments that will be administered by an EMS ISD coach/teacher at a time and site to be determined.

**Eagle Mountain-Saginaw ISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM**

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**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. Students may obtain the OCPE Program Application in the counselor's office or on the EMS ISD website at [www.emsisd.com](http://www.emsisd.com).
3. Students should take the application to the Agency to have the OCPE Coordinator complete the Individual Training Plan and sign the application.
4. Students must provide the OCPE Coordinator with their counselor contact information.
5. Students must obtain their school counselor's signature on the OCPE Program Application.
6. Counselors will conference with students to discuss graduation requirements and scheduling needs. In addition, they will communicate that student will stay enrolled in the appropriate PE class, if necessary, until the EMS ISD Physical Education Coordinator either approves or denies students' applications.
7. Parents should keep a copy of this application for their records.
8. The OCPE Program Application must be received in the EMS ISD Physical Education Department by mail, fax, or hand delivery on or before the FIRST DAY OF EACH SEMESTER. Deadlines will be strictly enforced.
9. After applications are reviewed, confirmation emails will be sent to students' counselors. Counselors will then notify students and make appropriate schedule changes.
10. Parents and students should confirm that OCPE credit is awarded after each semester by contacting their school counselor.
11. Schools may place an "F" on students' report cards if Agencies do not submit students' grades and/or attendance by the appropriate deadlines. If this should happen, please contact the student's counselor and/or EMS ISD's Physical Education Coordinator.
12. A new OCPE Program Application must be submitted each school year.

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**Eagle Mountain-Saginaw ISD OFF CAMPUS PHYSICAL EDUCATION PROGRAM**  
**RESPONSIBILITIES**

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**Student/Parent Responsibilities:**

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required deadlines, which is **Monday August 4th**. 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 may only participate with one agency/instructor at a time. Summer activities will not be counted.
3. 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.
4. The student must participate in the OCPE Program the entire semester/year for which they apply. Attendance in the OCPE 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.
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. If the student's injury/illness is to persist more than one week (long-term injury/illness), the student may be removed from the program.

**Agency Responsibilities:**

1. The Agency owner/manager must set up an interview with the PE Coordinator.
2. 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.
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. The Agency premises at which EMS ISD students receive services must be located within 25 miles of EMS ISD school boundaries.
5. Agencies must provide an alternative place and plan for students participating in the OCPE Program when there is inclement weather.
6. Competition/game participation may not count towards Category II required hours.
7. The Agency will be dismissed from the OCPE Program if there is evidence that OCPE Program criteria and/or requirements are not being met.

**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 teach and discuss the agreed upon Physical Education TEKS during scheduled practices or scheduled OCPE Program instruction time.
3. 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 EMS ISD PE Coordinator. EMS ISD 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.emsisd.com](http://www.emsisd.com). The OCPE Agency Coordinator must be able to provide evidence of student attendance upon request.
4. The OCPE Agency Coordinator must notify the EMS ISD PE Coordinator 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).
5. The OCPE Agency Coordinator must provide EMS ISD with current instructor contact and certification information as needed.



Please review the EMS ISD OCPE Program Guidelines before completing.

**DEADLINE: Monday, August 4, 2025**

**Student Information:**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID # \_\_\_\_\_ Grade Level for 25-26 (circle one): 6 7 8 9 10 11 12

Campus \_\_\_\_\_ Campus Counselor \_\_\_\_\_

Parent Phone Number \_\_\_\_\_ Parent Name \_\_\_\_\_

**OCPE Program Selection:**

- ☐ **Category 1** – A minimum of 15 hours or more per week (NOT including competitions) of Olympic or National Level participation for the entire school year. Students qualifying and participating at this level may be dismissed from school one period per day.

**Application MUST include ONE of the items below to be approved:**

- ☐ A recent copy of the student's entry form for Olympic or National Level participation/competition.
- ☐ A publication which verifies the student's Olympic or National Level status or rank.
- ☐ A copy of the student's Olympic or National Level certification, which verifies their status or rank.

- ☐ **Category 2** – A minimum of 5 hours per week (NOT including competitions) for the entire school year. Must remain on campus and choose an elective to replace PE.

**Application MUST include the item below to be approved**

- ☐ A copy of the student's enrollment or participation verification from the agency listed below.

**OCPE Activity Details:**

Activity: \_\_\_\_\_ Agency Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

**Student's Weekly Schedule:** activities at home/not at agency listed above do not count. **Competitions do not count!**

Day of the Week	Time (be very specific)	Agency Name	Describe Activity	Exact number of hours of participation (NOT a range)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**\*\*Information listed here is what will be used when performing agency/site visits, ensure it is accurate\*\***

Total Hours per week: \_\_\_\_\_

I have discussed graduation requirements and scheduling needs with the student. The student is eligible to apply for OCPE.

Campus Counselor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatures and Acknowledgements**

**Parent/Guardian - please initial and sign where appropriate**

\_\_\_\_\_ The deadline for current EMS ISD students to apply for Off Campus PE is **Monday, August 4th**, in the Campus Counselor's office. Failure to have a completed application submitted on time will result in denial of the waiver request and the student will be placed in a PE class until the next application period is open. Applications will not be approved until the agency and instructor have fulfilled all requirements. Students must complete an application EVERY SCHOOL YEAR they wish to participate in OCPE. *{Category 1 & 2}*

\_\_\_\_\_ Category 1 OCPE requires that students leave campus during their off period. Students are not permitted to remain on campus in the library, teacher's classroom, or any other area of the building. *{Category 1 only}*

\_\_\_\_\_ Students cannot remain on campus or arrive to campus early for pep rallies or assemblies that occur during their OCPE period (first or last). The only exception to that is if a student is participating in a school sponsored activity. *{Category 1 only}*

\_\_\_\_\_ It is expected that students honor their commitment to OCPE for the full school year. If a student is unable to do so and requires a schedule change, they will be placed in PE for the remainder of the schoolyear. *{Category 1 & 2}*

\_\_\_\_\_ The parent agrees that the agency will provide grades to the district coordinator for each six weeks. *{Category 1 & 2}*

\_\_\_\_\_ 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 agree to assume all risks surrounding my child's participation in this program. I also assume all risk surrounding the transportation of my child to and from these activities.

\_\_\_\_\_ I hereby release the Eagle Mountain-Saginaw Independent School District, its 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.

**I understand that the Eagle Mountain-Saginaw Independent School District is accountable for the participation of each student in Off Campus PE. Failure to comply with all OCPE guidelines will result in removal from the program and placed into a district PE class. A new application must be completed by the deadline each year for participation to be granted.**

**Parent/Guardian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor - please initial and sign where appropriate**

\_\_\_\_\_ It is expected that should the Eagle Mountain-Saginaw ISD student no longer participate in the agency program; the instructor will notify Eagle Mountain-Saginaw ISD immediately.

\_\_\_\_\_ Pass/Fail grade sheets will be turned in by the deadline to ensure credit can be awarded. Failure to comply will result in the agency being removed from the approved agency list.

I have read and understand the OCPE Agency/Instructor's responsibilities as part of the Eagle Mountain-Saginaw ISD OCPE Program. I understand that the agency will be dismissed from the OCPE program should they not comply. I certify that the information reported is correct and accurate.

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Completed packets must be turned into the counselor on or before the first day of the fall or spring semester. There will be no exceptions for late or incomplete applications. \*\*