



Information Packet for Off-Campus Physical Education Substitutions for Middle School or High School

PURPOSE

The purpose of Off-Campus Physical Education (OCPE) is to accommodate students in 6th-12th grades who are making a serious effort to develop higher-level skills in a specific activity that exceeds what Celina Independent School District can offer through the general physical education program.

GENERAL REQUIREMENTS

1. Students in grades six (6) through twelve (12) will be eligible for consideration for the off-campus program. No students in elementary school will be considered for OCPE.
2. Students will receive a maximum of one-half (.5) credit per semester.
3. A student may not participate in OCPE program if the sport is offered as part of the CISD curriculum unless the student is released from or not placed on a team as part of the school program.
4. OCPE activities are defined as those in which a student works either with a single teacher/coach or with a team teacher/coach at an approved provider during the regular school year.
5. Students applying for OCPE will be considered under two categories:
 - Category I- This program requires a minimum of fifteen (15) hours per week of highly intense, professionally supervised training. Students qualifying at this level may be dismissed from school one period per day for such participation, either first or last period only. The students will be expected to follow this schedule for the entire semester.
 - Category II- This program is to be of high quality, well-supervised by appropriately trained instructors, and consisting of a minimum of five (5) hours per week. Students participating at this level MAY NOT be dismissed from any part of the regular school day.

OCPE COURSE REQUIREMENTS & RESPONSIBILITIES

1. Documentation of attendance and grades for OCPE activity must be submitted by stated deadlines. This should be completed by the OCPE Provider. The coach/trainer will initial/sign each session. Attendance and Grade Report forms cannot be hand carried to the school by the student or parent.
2. If a student fails to meet program requirements, the student may lose the option of participating in OCPE.
3. Student's may only participate with one agency/instructor at a time. Therefore, students in the OCPE program cannot be enrolled in another PE, PE Substitute, or Athletics class on campus while participating in the off-campus program. Students may not transfer from PE or Athletics class that is on campus to an OCPE class after the semester has started, but may transfer from the OCPE class back to an on campus PE or athletic class.
4. Parents are responsible for any fees, insurance, or monies required to enroll in the OCPE activity, as well as providing transportation to and from off-campus physical education facilities.
5. As in all classes, student attendance in OCPE programs must comply with state compulsory attendance laws and must meet the 90% attendance rule which requires a student to be present 90% of the days a class is offered in order to gain credit. As in all extra-curricular activities, a student must be in compliance with the no pass/no play rules for participation in competitions, etc.
6. If the minimum hour requirement cannot be fulfilled because of injury, students must continue to attend the agency/facility to do alternative learning activities as provided by the OCPE instructor. A doctor's note may be required with specific details as to limitations of physical activity and when full participation is permitted. If the student's injury/illness should persist indefinitely, then consideration may be given of transferring the student back to on-campus physical education class.
7. Students who work at the location in which they are receiving OCPE credit may not include work hours in the minimum hour requirement of activity.

Agency Coordinator/Instructor Responsibilities for both Categories:

1. Must provide a clean and safe environment in which students are "well-supervised". Instructors must be present at all times during the scheduled activity to provide guidance, instruction, and ensure safety.
2. Must provide an alternative place and/or plan for students participating in the OCPE program when there is inclement weather, or inactivity due to injury or illness.
3. Must provide to Celina ISD: instructor's contact information, verification of instructor training and experience of instructor credentials/certifications, CPR certification and first aid training. Instructors may be asked to apply for volunteer status with Celina ISD and have a background check performed.
4. Must provide 3 week numerical grades, citizenship grades, a final semester average, as well as daily attendance records on specific grade reporting grades. A form is provided for reporting this information and can be e-mailed to the high school attendance secretary. It cannot be delivered by the student or the parent, but must come straight from the instructor to be considered an official document.
5. Must provide instruction based on the Texas Essential Knowledge and Skills (TEKS) for Physical Education as described in the Texas Administrative Code (TAC) for grades 6-12.
6. Students must receive at least 100 minutes per five-day school week of moderate to vigorous activity.
7. In the event a Category 1 OCPE student is absent from school due to state and/or national level competition, the student must be eligible for participation under the no pass/no play rule. A maximum of 5 days per school year may be missed. The district must receive notice of the competition at least 2 weeks prior to the event.
8. Must keep a current physical form on file of the student participating in off-campus PE programs.

APPLICATION PROCEDURE

- Students interested in participating in Celina Independent School District's Off-Campus Physical Education (OCPE) must print or be provided with the OCPE packet which includes the Overview and all forms. Packets will be available in the counseling offices at Celina Middle School and Celina High School.
- The Parent should fill out their portion of the OCPE application, and the Permission/Release form. A copy of the OCPE Overview, application form with student portion completed, and the Instructor's Agreement form will be forwarded to the Agency/Facility or the Instructor.
- Instructors should read and understand the Overview before filling in their portion of the application. All forms should be returned to the District Student Services Coordinator, Starla Martin, at starlamartin@celinaisd.com, along with any documents supplied by the Instructor.
- Approval from District Student Services Coordinator and Texas Education Agency must be processed and approved before continuing to schedule this class.
- The instructor is responsible for returning the 3-week Attendance and Grade Report forms to the campus PEIMS Secretary on or before the due date to be considered official documents. Attendance and Grade Report forms cannot be hand carried to the school by the student or parent.
- A new application must be submitted each year.



PROVIDER AND STUDENT AGREEMENT

2024-2025

To Whom It May Concern:

This letter is to inform you that _____

(Print student's full legal name: First, Middle, Last)

has submitted an application to receive Off-Campus Physical Education credit through your program. In order for this student to qualify for this program through the District, you must agree to the parameters set forth by the Celina Independent School District.

Provider's Name: _____

Provider's Facility Address: _____

Provider's Coordinator's E-mail Address: _____

Provider Phone Number: _____

As a provider of Off-Campus Physical Education you must comply with the parameters identified below.

Please place a checkmark (✓) in each box below to indicate acknowledgement.

- I agree to structure my teaching in a manner that fulfills the guidelines as developed in the Texas Education Knowledge and Skills (TEKS) curriculum.
- I will confirm, with my signature, practice activities and dates fulfilled by the student.
- I also am aware that it is the provider's responsibility to complete the attendance log and grading sheet and email them to the teacher for each grading period.
- I agree to the training hours outline in this packet and should they change, I will contact OCPE Campus Coordinator immediately.

The OCPE Agency Coordinator must complete the following schedule for the students to verify at least 15 hours of required participation for Category I or at least 5 hours of required participation for Category II. Games and Contest may not count for participation in Category II.

DAY	PHYSICAL ADDRESS OF TRAINING / PARTICIPATION	HOURS OF PARTICIPATION
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
	TOTAL HOURS OF PARTICIPATION:	

This student qualifies for: (check one) Category I Category II

Category I ONLY
 Student and agency must supply one of the following for students participating in Category I.
 Attach a photocopy to this form.

- This student's entry form or award for Olympic or regional/national participation and/or competition.
- A publication which verifies this student's Olympic or regional/national athletic status, rank, or participation.
- This student's Olympic or regional/national athletic certification, which verifies his/her status, rank, or participation.
- A written coach's statement that describes this student's performance level.

I, _____, understand Celina ISD's
 (please print your full legal name on line above)

expectations for the Off-Campus Physical Education Activity Substitution Program. I also understand my responsibility as a supervisor / coach.

Provider's Signature: _____ Date: _____

Please email form to:

Starla Martin, starlamartin@celinaisd.com

OFF-CAMPUS PHYSICAL EDUCATION IMPORTANT DATES AND CONTACTS

Submit the following forms to **Starla Martin**

1. CISD Off-Campus Physical Education Student Application
2. CISD Permission and Release
3. Provider & Student Agreement

District Testing & Student Services Coordinator

Starla Martin, starlamartin@celinaisd.com

(469) 742 - 9100 x 1125

Submit the activity logs and grade reports to **Campus PEIMS Secretary** on or before the due date listed below.

September 6, 2024	Activity Logs Due
September 20, 2024	Grades & Activity Logs Due
October 11, 2024	Grades & Activity Logs are Due
November 7, 2024	Activity Logs Due
December 5, 2024	Activity Logs Due
December 20, 2024	Grades & Activity Logs are Due
January 24, 2025	Activity Logs Due
February 14, 2025	Activity Logs Due
March 14, 2025	Grades & Activity Logs are Due
April 12, 2025	Activity Logs Due
May 2, 2025	Activity Logs Due
May 23, 2025	Grades & Activity Logs are Due

Celina Middle School

PEIMS Secretary: Stacy Kuhn, stacykuhn@celinaisd.com

(469) 742 - 9101 x 2302

Celina High School

Attendance Clerk: Keri Owen, keriowen@celinaisd.com **PEIMS Secretary:** Crystal Martin, Crystal Martin

(469) 742 - 9102 x 2502

(469) 742 - 9102 x 2657

OCPE

Required Paperwork Forms

- Blank Activity Log Sheets

Please make extra copies for the year.

- Blank Grading Forms

Please make extra copies for the year.

- Celina ISD Permission and Release Form

- Celina ISD Provider Application Form

Campus OCPE Contacts:

Celina Middle School Counselor

Sarah Perry, sarhperry@celinaisd.com

Lindsay Williams, lindsaywilliams@celinaisd.com

(469) 742 - 9101

Celina High School Counselors

Emily McKinney, emilymckinney@celinaisd.com

Carrie Crane, carriecrane@celinaisd.com

Karen Pelkey, karenpelkey@celinaisd.com

(469) 742 - 9102

**CELINA ISD OFF-CAMPUS PHYSICAL EDUCATION
GRADE REPORTING FORM**

STUDENT'S NAME (PLEASE PRINT)

STUDENT'S ID NUMBER

ACTIVITY SITE

ACTIVITY SITE PHONE NUMBER

SCHOOL

Below are the dates that Grade Reporting Forms are due to the Campus PEIMS Secretary. Forms **MUST** be received no later than 4:00 PM on the dates specified below. Students **MAY NOT** deliver this information. Remember to check the appropriate grading period as follows and indicate **"P"** or **"F"** for Pass or Fail.

GRADING PERIOD

(PLEASE CHECK ONE)

- 1st Grading Period
- 2nd Grading Period
- 3rd Grading Period
- 4th Grading Period

DATE FORMS ARE DUE:

October 5, 2023

December 22, 2023

March 8, 2024

May 23, 2024

ACTIVITY GRADE _____

(P/F) pass/fail

Provider's Name (Please print)

Date

Provider's Signature

Student Signature

Return Form to:

Celina Middle School, stacykuhn@celinaisd.com

Celina High School, keriowen@celinaisd.com & crystalmartin@celinaisd.com

