

Instructor,

Instructors are responsible for emailing completed lesson plans to the athletic office every **3 weeks** for each of your students participating in Off-Campus physical education.

It is imperative that attendance records for our students are submitted in a timely manner. All attendance records must be submitted by the end of the semester to receive credit. Credit will be granted contingent on attendance, so your cooperation in this matter is sincerely appreciated.

For your convenience a lesson plan template is included (Off-Campus Physical Education Lesson Plans.) If applicable, we suggest you fill out the learning objectives and activities once and then make copies. The district will NOT accept practice records from parents or students.

Please return the signed Instructor Agreement and Program Description to the Parent/Guardian of your student so they can complete the application process. If you have any questions, please call or email the Pearland ISD Athletic Office. Thank you!

Thank you,

Pearland ISD Athletic Office  
1928 N. Main St.  
Pearland, Texas 77581  
**Email:** [ocpe@pearlandisd.org](mailto:ocpe@pearlandisd.org)  
Work: 281.485.3203

## GENERAL REQUIREMENTS FOR APPROVAL OF OFF-CAMPUS PHYSICAL EDUCATION

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

- 1) The purpose of the program is to accommodate students who are making a serious effort to develop high-level capabilities, allowing them to be involved in an off-campus program that provides training exceeding that offered by the school district.
- 2) Off-campus physical activity programs will be approved only for those students who have been strongly recommended by qualified instructors.
- 3) Only those students in grades seven (7) thru twelve (12) are eligible for consideration for the off-campus program.
- 4) Students involved in any type of activity that meets the TEA Commissioner's Criteria will be considered for the off-campus program.
- 5) Students applying for Off-Campus Physical Education will be considered under two (2) categories:

CATEGORY 1: These programs typically involve 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. Students participating at this level may receive a maximum of one credit per semester. A total of one and one-half credits may be earned toward state high school graduation requirements. Students dismissed may not miss any class other than physical education.

CATEGORY 2: These programs typically involve a minimum of five (5) hours per week in a high quality, well-supervised program by appropriately trained instructors and are for a minimum of three (3) days per 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 and one-half credits may be earned toward state high school graduation requirements. All participation must always be under the direct supervision of the instructor. Students may not receive a Category II waiver for any class (such as dance) that is offered at the school.

- 6) Students who are participating in the program for physical education credit may not be enrolled in another physical education class of athletics during this time.
- 7) The students may not have more than five (5) unexcused absences per semester at the off-campus facility. Excessive school homework is not an excused absence for the required activity.
- 8) The facility will be required to document and certify all efforts to comply with the Texas Essential Knowledge and Skills (TEKS) as they apply to the specific activity being taught.
- 9) The records concerning daily attendance, records of completion, contest results, etc. must be fully completed and returned to the athletic department on the appropriate due date.
- 10) The instructor will be required to report a final grade at the conclusion of each semester.
- 11) The private instructor must constantly observe and evaluate the student's attitude, work habits and progress. If at any time the student fails to maintain a high level of performance, the instructor will be expected to contact the district's program director and withdraw the recommendation for student participation and the student will no longer be considered eligible for the program.
- 12) The Pearland ISD program director will conduct an annual review of the adherence to the agreed upon regulation by both the student and the facility. If that review is not satisfactory, the facility's accreditation by the district may be revoked.

## OFF-CAMPUS PHYSICAL EDUCATION INSTRUCTOR AGREEMENT

As a professional instructor, I am aware of the emphasis on program objectives and that grading is based on participation and attendance. I understand the importance of maintaining program integrity. Therefore, I will support the following standards by:

1. Keeping an accurate record of student attendance and program lesson plans. Lesson Plans are due in the athletic department office every three weeks (see Lesson Plan template included.)
2. Forwarding a grade recommendation based on student participation and attendance as requested to the athletic department on the week prior to the end of semester. Grade will be Pass/Fail.

Due Dates:    Fall Semester        **December 5, 2025**  
                     Spring Semester      **May 1, 2026**

3. Contacting the campus counselor if a student's attendance becomes irregular.

I, \_\_\_\_\_, will make every effort to cooperate with the district in their accounting procedures.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Name

### PROGRAM DESCRIPTION REQUIREMENTS

1. On Organization/Facility Letterhead
2. Written and signed by the supervising Instructor.
3. Includes description of student's workout schedule
4. Contains the number of hours practiced per week.

### TEA guidelines state:

In accordance with local district policy, a school district may award up to two credits for physical education for appropriate private or commercially sponsored physical activity programs conducted on or off campus. The district must apply to the commissioner of education for approval of such programs, which may be substituted for state graduation credit in physical education. Approval may be granted under the following conditions.

- (1) Olympic-level participation and/or competition include a minimum of 15 hours per week of highly intense, professional, supervised training. The superintendent to be of exceptional quality must certify the training facility, instructors, and the activities involved in the program. Students in grades **7<sup>th</sup> through 12<sup>th</sup>** qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education and this should be the last class of the day for the student.
- (2) Private or commercially sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least 5 hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

# OFF-CAMPUS PHYSICAL EDUCATION LESSON PLAN (3 WEEKS)

STUDENT \_\_\_\_\_

☐ FALL

☐ SPRING

FACILITY \_\_\_\_\_

START DATE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

END DATE \_\_\_\_\_

	DATE	HOURS	LEARNING OBJECTIVE (TEKS)	SKILL/ACTIVITY
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				

EMAIL COMPLETED FORM EVERY 3 WEEKS TO: [OCPE@PEARLANDISD.ORG](mailto:OCPE@PEARLANDISD.ORG)

Pearland ISD Athletic Department