

Facility Qualifications for Off-Campus Physical Education

To be considered for the program, a facility must commit to:

- **Provide Category I Training:** This is a minimum of **15 hours per week** of highly intensive professional training.
 - Coaches must be present to supervise all training. Training must occur at one facility.
 - Training hours do not include games, performances, competitions, tournaments, travel time, or teaching others.
- **Notify the OCPE Department Immediately:**
 - If a student drops or is removed from your facility's program.
 - If a student has not fulfilled the 15-hour weekly requirement.
 - If there is an injury or illness that affects the student's attendance.
- **Submit All Required Documents and Reports:**
 - **Accurate Records:** Maintain accurate documentation and keep in contact with the parent and the OCPE Department.
 - **Training Schedule:** Submit an individualized training schedule for each student and update the OCPE department with any changes.
 - **Attendance:** Keep updated weekly attendance sheets for each CFISD student. Students will be expected to adhere to their schedule and sign in. The OCPE department makes intermittent, unscheduled visits to verify participation and attendance.
 - **Grades:** Turn in grades, conduct, and attendance to the CFISD Off-Campus PE department on time for progress reports and at the end of each grading period. Notify the OCPE department if a student's grade is in jeopardy. (Failure to report will result in the student being dropped from the program. Parent contact must be made prior to giving a failing grade.)
 - **Academic Proficiency:** Ensure that all students in grades 6-8 are proficient in the grade-level-specific [Texas Essential Knowledge and Skills for Health Education](#).
- **Support the Application Process:**
 - **Recommendation Letter:** Write a letter of recommendation for each student who is applying. The letter must be written on the facility's letterhead and include:
 - Number of years associated with the facility
 - Number of years with current coach
 - Number of training hours per week in the 12 months preceding their application
 - Number of anticipated training hours at the specified facility if accepted into the program
 - Current rating or level of competition/performance
 - List examples of local, area, state, national, or international competitions/performances the student has participated in
 - Awards/Achievements in sport/activity
 - **Prerequisite:** To qualify for the OCPE program, a student must have a minimum of 10 hours of training per week for at least 12 months prior to applying.
 - **OCPE eligibility:** Eligibility will be determined using the [CFISD Off-Campus PE Eligibility Rubric](#).
 - **Manage Competition Absences:**
 - Competition-related absences must be requested and approved two weeks prior to the trip.
 - Competition request forms will be provided by the OCPE department.
- **Comply with All Program Policies:**
 - The use of residential property for OCPE is strictly prohibited.
 - Outdoor sports facilities must have an alternate plan for inclement weather.
 - An annual, non-refundable, and non-prorated fee of \$100 is required for each facility.
 - CFISD is not responsible for any fees or payments required by the training facility or student behavior issues.

Facilities are responsible for adhering to the guidelines outlined in the Facility Packet, which is provided annually. Please note that the application process will only begin after a student has requested a facility on their online application.

For more information about the CFISD Off-Campus PE program, please contact the department at (281) 517-2802 or (281) 897-4140.