

Pflugerville ISD Off Campus Physical Education Program

The purpose of the Off-Campus Physical Education (OCPE) program is to provide students flexibility in class scheduling, opportunities to participate in dual credit and/or Career and Technology classes as well to accommodate students who are making serious effort to develop higher-level skills in a specific activity not provided that exceeds what the school district can offer through the general physical education program. The OCPE Program allows students in 6-12th grades to earn credits that meet the district and state physical education requirements. Students will be expected to be physically educated along with being physically active.

In order for a request to be approved for physical education substitution, providers must comply with required curriculum standards and ensure that students receive challenging and engaging work.

OCPE activities must be of high quality and well-supervised by appropriately trained instructors. Pflugerville Independent School District provides guidelines and procedures to facilitate the physical education substitution process and to ensure compliance with state and district procedures.

PRIVATE OR COMMERCIALY SPONSORED PHYSICAL ACTIVITY PROGRAM

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. [Chapter 74. Curriculum Requirements; Subchapter B. Graduation Requirements](#)

CREDIT

Students may receive a maximum of one-half credit per semester of OCPE credit. A total of 1 credit per year may be earned in grades 9-12. In middle school, students may fulfill their P.E. requirements with four semesters of Category 1 or 2 OCPE credit.

To assist PFISD in making decisions as to whether a substitution may occur, the district will follow the guidelines of the Texas Education Agency in interpreting the law as stated in Texas Administrative Code(TAC) Chapter 74:

It is the intention of the Texas Education Agency that the various off campus substitutions for the physical education high school graduation requirement be of "high quality". The term "high quality," implies, among other things, that the substitution 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.

(The TEKS may be found at the following links)

[Chapter 116. Texas Essential Knowledge and Skills for Physical Education Subchapter B. Middle School \(6-8 grades\)](#)

[Chapter 116. Texas Essential Knowledge and Skills for Physical Education Subchapter C. High School \(9-12 grades\)](#)

(PFISD Legal and Local regulation may be found at the following link)

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1147&code=EIF#legalTabContent>

Students

Students applying for Off-Campus PE will be considered under the following categories:

Category 1 (available to grades 6-12) Athletic Training Program for State, National, or Professional Ranking or Olympic Competition: the program must offer a minimum of 15 hours each week to qualify for a release period from the academic day. The release time allowed is a minimum of fifteen (15) hours per week of highly intense, professional, supervised training that includes national or Olympic level competitions. Students qualifying and participating at this level may be dismissed from one (1) class period per day which may be scheduled at the beginning or the end of the school day.

Students in the OCPE program are to follow state and local policies for absences. Competition or performance hours may not serve towards the required weekly minimum. **OCPE doesn't allow for excused absences due to an activity or event being held within the school day or missing any part of the day except what is allotted for Category I students from the 1 class period per day scheduled at the beginning or end of the school day.** FEA(Local)-A

Both middle school students and high school students are eligible to participate in Category 1 off campus physical education programs with the understanding that the student is in good academic standing and there is no conflict in instructional time. For middle school OCPE participants: the approved agency guarantees the student has access to learning addressing the Texas Essential Knowledge and Skills (TEKS) for PE in grades 6-8. [Chapter 116. Texas Essential Knowledge and Skills for Physical Education Subchapter B. Middle School](#)

Category 2 (available to grades 6-12): this program must offer a minimum of 5 hours per week in which participants will attend private or commercially-sponsored physical activities to include those certified by the Program Administrator to be of high quality and well supervised by appropriately trained instructors. No release time: Students qualifying and participating at this level may NOT be dismissed from any part of the academic schedule of classes.

Students/Parent(s) interested in Off Campus P.E. should contact their counselor to receive an application and for any questions or concerns. Approval for OCPE is required from the campus principal and district representatives. **Please discuss any questions or concerns with the campus counselor.**

Counselors

Campus counselors will explain the criteria to students/parents to get OCPE credit and provide eligible students an application. **Applications are returned and submitted to the campus counselor for new students/parents.** An Approval or denial letter is sent by the counselor to the parent upon student approval. Returning OCPE students **must have the agency submit a recommendation letter on their behalf to the counselor. The student has to be returning to the same campus and in good standing from the previous year. No extra paperwork is required.**

The agency emails or faxes the 9 week grading report and attendance log to the student's counselor. The due date for the Fall is October 10 and December 12 and Spring March 6 and May 14. Once counselors receive the student's attendance log and grade report it will be reported to the campus registrar for student records.

Agency Instructions and Application

For Off Campus Physical Education Program

Training facilities or agencies must submit the following documentation to:

Pflugerville ISD. Attn: OCPE/Athletic Office, 1440 W. Pecan, Pflugerville, TX 78660
Attn. District P.E. Coordinator Or Email to: OCPE@pfisd.net
Any questions or concerns Phone: (512) 594-0550.

1. Verification that the training facility is within the 30 miles of PFISD boundaries to enable appropriate supervision of the program.
2. A copy of the criteria for your instructors to ensure they are “appropriately” or “exceptionally” trained.
3. A copy of each instructor’s certification that will be working with PFISD students.
4. A copy of a license that clearly substantiates the agency as a training facility of “exceptional quality for Category 1. This may include local, state, or national licensing or acknowledgment of being a training facility capable of training national athletes and/or Olympic level participants **OR** A copy of a license or documentation that clearly substantiates the agency as a training facility of “high quality” for Category 2.
5. A copy of the athletic, training or performance program goals.
6. An outline that describes a typical training session including time allotments for specific training, components such as warm-up, training sets/activities, cool-down, injury prevention, etc.

PFISD expectations of the agency include:

- All information must be current for each individual student application.
- Changes to contact information or student schedules should be reported immediately to the Athletic Department.
- Documentation of the student’s beginning and ending dates of participation. The dates and hours must correspond with the PFISD start and end dates for each semester.
- The instructor must account for all attendance hours during the grading period including documentation of participation time that may be lost due to inclement weather (if applicable). Time must be made up within the same week.
- Grade reports must be emailed or faxed to the student’s counselor or campus registrar for each 9-week grading period.
- **No submissions will be taken from students/parent on behalf of the agency.** The agency is responsible for communicating attendance, grades, and any changes to student’s participation with the student’s counselor.

New Agency Applications are accepted Jan – July 1st, however a completed and approved application must be on file prior to any student approval to the PfISD OCPE program for both Category 1 and Category 2. New agencies are approved or declined usually no later than the 3rd Friday in August of the upcoming year.

Any agency that hasn't had students consecutively for 2 years will be terminated.

General Information

Purpose - A physical education credit substitution program is available to students in grades 6-12. This program is designed for students to earn high school credits for their commitment to an off-campus, physical education program. The student may receive ½ unit of physical education credit per semester to total one (1.0) credit earned toward state high school graduation requirements for physical education.

Description - A program for students that wish to participate in special and/or accelerated physical education activities that are not offered comprehensively by the district physical education program. The program is a cooperative arrangement between Pflugerville ISD, the student, and an approved off-campus agency selected by the student.

Activities - Activity programs that may be considered for the physical education credit are not offered comprehensively through the physical education or athletic department such as: swimming, diving, dancing, rowing, fencing, equestrian, ice hockey or ice skating, gymnastics, martial arts, weight lifting, lacrosse, ballet, synchronized swimming, and boxing.

Approved

Agency/Instructors - The training facility, instructor and activity must be certified by the superintendent or a designated Program Administrator to be used. Any agency private or commercially-sponsored must provide documentation to the PFISD Curriculum and Instruction Department that demonstrates exceptional quality, a professionally trained staff, and the use of standards to verify participation of the student.

Criteria - The Texas Education Agency authorizes school districts to award physical education credit for a student participating in appropriate privately or commercially-sponsored physical activity programs if specific guidelines are met. The Texas Administrative Code (TAC) Chapter 74: It is the intention of the Texas Educational Agency that the various off campus substitutes for the high school physical education graduation requirement must be "exceptional" or "high" quality for Category 1 and of "appropriate" quality for Category 2. **The substitute activity should be in congruence with the Physical Education Texas**

Knowledge and Skills (TEKS) as closely as possible, if not above and beyond the rigor of the standards.

Procedures

1. **The agency is responsible for filling out applications and submitting documentation by July 1st**, submitting a recommendation letter for participants before the student is accepted and thereafter (yearly), attendance log, pass/fail grade, or any changes in the program to counselor or district administrator.

2. Completed agency applications must be returned to the **PfISD District Office, 1440 W. Pecan, Pflugerville, TX 78660 – Attn. District P.E. Coordinator by July 1, for Category 1 and Category 2.**

Agencies are reviewed by district appointees. Incomplete or delinquent applications received after the due date may result in **denial of the request.**

3. Counselor's will be provided with approval or denial of the agency; all approved agencies are available district wide.

5. The campus counselor is responsible for: **explaining OCPE to the family, distributing, collecting and submitting applications for (new to the campus or program) student's/parents, collecting recommendation letters for returning students. The deadline for submitting an application is June 1 the only exception is students new to the district**, collection and submission of student grade to the registrar, communication and submission of the student's grade to the registrar and all communication with the District Level Administrator.

6. PfISD only approves applications based on criteria submitted. Then submits to TEA and communicates with campus counselors.

OCPE-2025

Student Requirements

1. Students' applications must be submitted to the counselor.
2. Students must meet all criteria for Category 1 or 2 and must maintain a serious intent to obtain a high degree of proficiency in an approved activity.
3. Students must comply with the no pass/no play regulation.
4. Physical education credits are only given each semester from any physical education class, athletic class or Off-campus PE. Students only receive a pass or fail for credit. This is submitted by the agency.
5. Students must provide transportation for their chosen activity and participate in only one agency/instructor at a time. **Summer activities and competitions will not be counted. There are no "excused absences" for participation in any scheduled activities or competitions.** Students/Parents may not keep their own attendance. Students found abusing the program with irregular attendance will be withdrawn from the course.

Agency Instructions and Application

Please attach this page with the attached documents

This form should only be filled out by new vendors to PfISD or vendors with changes.

Each student must participate in his/her activity, under professional supervision in a practice or rehearsal situation.

Competition or performance hours may not serve towards the required weekly minimum. As a qualified professional instructor or owner of the agency, your signature verifies the adherence of the student to the PFISD Off-Campus Athletic Training Program requirements. July 1 is the deadline to submit all agency documentation to: PFISD District Office, 1440 W. Pecan, Pflugerville, TX 78660 – Attn. Coordinator of Athletics and P.E.

Category 1	Minimum of 15 hours each week to qualify for a release period from the academic day.
Category 2	Minimum of 5 hours per week and it does not allow for release time during the school day.
Agency/Name of Facility	
Contact Person(s)	
Street Address/Mailing Address (if different) City / Zip Code	
Phone Number	
Email Address	

Grade/Attendance Record (Fall Form)

This form is to be used to document the student's grade and attendance.

This form must be completed by the Agency Instructor and returned to the student's school counselor and/or campus registrar by email, U.S. mail or fax. Agencies must refer to the current PFISD yearly calendar for the last day of each 9 weeks. It is the Agency's responsibility to know each of the PFISD student's counselor contact information. Please put "OCPE Grades" in the subject line if you email. A PFISD employee may request documentation of the student's participation. **Parents and students are not allowed to deliver this information.** Failure to meet these requirements may lead to your agency being removed from the Approved Agency List.

Fall Due dates: End of each Nine weeks

Student's Name _____ **Grade** _____ **ID#** _____ **Category 1 or 2 (circle one)**

Campus Name and Address _____

Student's Counselor _____ **Counselor's Email** _____

Counselor's Phone Number # _____

School Registrar _____ **Registrar's Email** _____

Registrar's Phone Number # _____

Today's Date _____ **Agency Name** _____ **Please check the appropriate grading report period:**

Fall Semester: *Grade PASS/FAIL **Total # Absences ☐ 1st 9 weeks _____ ☐ 2nd 9 weeks _____

Student's FINAL FALL SEMESTER GRADE (Place an X on the appropriate line): PASS FAIL *A student receives a grade of passing if met minimum requirement for Category I or II and 90% attendance per semester.

**** A student may not be absent more than 90% per semester to receive credit for OCPE.**

***Very important – Agencies must fill out**

Agency Instructor's Name _____

Agency Instructor's Signature _____

Agency Instructor's Phone # _____

Agency Instructor's Email _____

Counselor/Registrar's Signature _____ **Date Received** _____

The agency "approval" status may be terminated if the student's counselor does not receive this document on time. Agencies must keep a copy for their records.

Grade/Attendance Record (Spring Form)

This form is to be used to document the student's grade and attendance.

This form must be completed by the Agency Instructor and returned to the student's school counselor and/or campus registrar by email, U.S. mail or fax. Agencies must refer to the current PFISD yearly calendar for the last day of each 9 weeks. **It is the Agency's responsibility to know each of the PFISD student's counselor contact information. Please put "OCPE Grades" in the subject line if you email.** A PFISD employee may request documentation of the student's participation. **Parents and students are not allowed to deliver this information.** Failure to meet the requirements may lead to your agency being removed from the Approved Agency List.

Spring Due dates: End of each nine weeks

Student's Name _____ Grade _____ ID# _____ Category 1 or 2 (circle one)
Campus Name and Address _____
Student's Counselor _____ Counselor's Email _____
Counselor's Phone Number # _____
School Registrar _____ Registrar's Email _____
Registrar's Phone Number # _____

Today's Date _____ Agency Name _____

Please check the appropriate grading report period:

Spring Semester: *Grade PASS/FAIL **Total # Absences ☐ 3rd 9 weeks _____

☐ 4th 9 weeks _____

Student's FINAL Spring SEMESTER GRADE (Place an X on the appropriate line): **PASS FAIL *A**
student receives a grade of passing if met minimum requirement for Category I or II and 90% attendance per semester.

**** A student may not be absent more than 90% per semester to receive credit for OCPE.**

***Very important – Agencies must fill out**

Agency Instructor's Name _____

Agency Instructor's Signature _____

Agency Instructor's Phone # _____

Agency Instructor's Email _____

Counselor/Registrar's Signature _____ **Date Received** _____

The agency "approval" status may be terminated if the student's counselor does not receive this document on time. Agencies must keep a copy for their records.

Participation Log

School Year _____

(Agency Print or type in the following information use every 9 weeks)

Student's Name: School/Campus: Student Activity:

Agency Name:

Coach's Name:

Counselor:

Date	Amount of Hours	Agency Instructor's Initials

Agency must attach this log with the Grade/Attendance Sheet each 9 weeks to submit to the student's counselor.

The agency "approval" status may be terminated if the student's counselor does not receive this document on time. Agencies must keep a copy for their records. Contact the student's campus (counselor) to submit a grade and attendance log.

STUDENT APPLICATION FOR PROGRAM APPROVAL

June 1 is the deadline for turning this form into the counselor for OCPE consideration.

Last Name _____ First Name _____

Campus _____ Grade _____ ID _____ School Year _____

Category I or II (Circle One) Sport _____ Fall / Spring / Both (Circle One)

Parent's Name _____ Parent's Phone Number _____

Parent's Email _____

Category 1	Minimum of 15 hours each week to qualify for a release period from the academic day.
Category 2	Minimum of 5 hours per week and it does not allow for release time during the school day.

Agency Name _____ Coach's Name _____

Coach's Phone Number _____ Coach's Email _____

The student writes a Brief Statement of **their interest** in participating in **Category 1 or 2 OCPE**, including how many days and hours **they** participate in the sport and what **their** personal goals **are** within the sport. ***Agency must also submit a letter of recommendation for the participant including times, hours, days and recommended category. ***

Student Signature _____ Date _____

Parent Signature _____ Date _____

Coach Signature _____ Date _____

Signature of Registrar/Counselor (Previously Approved Agencies) Approval Date

Student Application must be turned in to the counselor on or before June 1.

PARENTAL PERMISSION FORM

This will serve as my request that Pflugerville I.S.D. grant physical education credit for my child. June 1 is the deadline for turning this form in to the student's counselor. Hereafter, my child will only need a recommendation letter from the agency to participate, unless they move to another campus.

Student Last Name _____ **First Name** _____ **MI** _____ **Campus** _____
Grade _____ **ID Number** _____ **Student Address** _____
_____ **Apt #** _____ **City** _____
_____ **State** _____ **Zip** _____

Parent Phone Number _____ **Parent Email** _____

Category I or II (Circle One) Fall / Spring / Both (Circle One)

My child's instructor is aware of this OCPE request. Students will be assigned a pass / fail grade by the coach representing the agency identified above. I have been informed that if for any reason my child does not complete the entire semester, he/she will not receive any partial credit. Middle school PE requirements may only be met through participation in Category I approved off-campus programs. My high school child may receive a total of one credit toward state high school graduation, and this will satisfy the Texas Education Agency requirement for physical education instruction. There are no excused absences for participating in OCPE for outside of school functions (competitions, training, showcases etc.). I acknowledge that the PFISD will not provide transportation to or from the agency, and does not endorse any commercial training program. Furthermore, the approval of this application does not constitute any assurance as to the qualifications of the instructors or the quality and safety of the equipment and facilities.

Consent and Liability Statement

I, _____, the undersigned, being the parent or legally appointed and qualified guardian of _____, a student in the Pflugerville Independent School District, does hereby consent to said student participation in this agency training program. I further agree to hold PFISD, its Board of Trustees, and/or faculty, harmless from all liability for any injuries that said student may receive while participating in this program, or while traveling to and from such program. I also understand that if my child is excused from the first period of the day, arrival on campus should not be more than 10 minutes prior to the second period bell. Likewise, if my child is excused from the last period of the day, departure time should be no later than 10 minutes after the beginning of the last period class.

Signature of Parent/Guardian _____ **Date** _____

Parent Email _____

Parental Form must be received by the counselor on or before June 1.