



2026-2027

**Information Packet for Off-Campus Physical Activity
Middle School or High School Students
(Physical Education Substitutions)**

PURPOSE

The purpose of the **Off-Campus Physical Activity (OCPA) program** offered by Carroll Independent School District (CISD) is to accommodate students in 7th-12th grades who are making a serious effort to develop high-level capabilities and to allow them to be involved in an off-campus program that provides training exceeding that offered in the school district.

PROGRAM DESCRIPTION

The OCPA program allows students to participate in off-campus physical activity programs provided by independent third-party organizations. Carroll ISD does not approve, endorse, supervise, or evaluate these providers. Activities are defined as those in which a student works with a single instructor at a self-selected provider during the regular school year.

Participation in Off-Campus Physical Activity (OCPA) is voluntary. Parents/guardians are solely responsible for selecting, vetting, and monitoring any off-campus provider. Carroll ISD assumes no responsibility for the operations, supervision, employees, or safety practices of any outside organization.

GENERAL REQUIREMENTS

1. Students in grades seven (7) through twelve (12) will be eligible for consideration for the off-campus program. No students in elementary or intermediate school will be considered for the off-campus program.
2. Students will receive a maximum of one-half (.5) credit per semester. (Confirm with your school counselor regarding PE credit requirements.)
3. A student may not participate in the OCPA 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. Students applying for OCPA 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. The student will be required 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.

OCPA COURSE REQUIREMENTS

**OCPA students receive a numerical grade, which will factor into GPA calculation unless a grading waiver is submitted. Additional information on grading and the grading waiver option can be found in the OCPA packet.*

The OCPA grade is based upon the criteria below:

1. Documentation (LOG SHEET) of attendance and OCPA activity must be submitted by stated deadlines. This should be completed by the student, and the OCPA Provider (coach/trainer) will initial/sign each session. The log sheet form is located in the OCPA packet.
2. Documentation (GRADE REPORT FORM) must also be submitted by stated deadlines. OCPA students receive a numerical grade based upon the criteria below.
3. Students are responsible for turning in all documentation to their OCPA Coordinator.
4. If a student fails to meet program requirements (i.e. documentation on logs, turning logs and grade sheets in by due date), students may lose the option of participating in OCPA.
5. Activities must be approved by OCPA Coordinators.

FREQUENTLY ASKED QUESTIONS

Q What activities may qualify for OCPA?

A Please contact your campus OCPA coordinator to determine if your self-selected activity meets program requirements.

Q Why is there a fee for OCPA?

A This program is optional to students in CISD, and the fee is to offset the cost associated with administering the program.

Q Can an elementary or intermediate student be enrolled in OCPA?

A No, the program is only open to students in grades 7 - 12.

Q Who changes the student's schedule to reflect OCPA?

A After the application is approved by the OCPA Coordinator and the payment is received, the counselor at the student's home campus will change his/her schedule, providing they can create a schedule to accommodate the request to reflect OCPA.

Q Is travel time included as part of the time requirement?

A No, the student should not include travel time as part of the time requirement. Also, if a student works at the facility, he/she may not count work hours towards the time requirement.

Q Can the student include tournament play/competitions as part of the time requirement?

A No more than 6 hours of tournaments/competitions per week may be included in the time requirements for Category ONE - 15 hours/week.

Q May the student enroll in the OCPA program for part of the semester?

A Participation must run concurrently with the school semester and continue throughout the entire semester.

Q Can the student have more than ONE Provider/Activity?

A No, only 1 Activity/Provider may be selected for OCPA. Credit will not be given for a combination of hours for 2 separate activities.

Q Does Carroll ISD approve or recommend OCPA-selected providers?

A No. Carroll ISD does not approve, endorse, recommend, or evaluate any outside providers.

APPLICATION PROCEDURE

- Students and providers must complete all required documentation included in this packet. This includes:
 - Student Application
 - Provider Agreement Form
 - Permission and Release Form
 - OCPA Provider Application Packet (required for all providers annually)
 - All providers must submit required documentation prior to student approval. Provider approval is valid for one school year only and must be renewed annually.
- Upon completion, **FORMS** must be mailed, emailed, or delivered to OCPA Coordinator as listed below. Once the application has been approved, the OCPA payment link to Pay K12 will be emailed to you. Your payment should now be made with a Credit or Debit card. **We must have the forms mentioned above and payment to be enrolled in OCPA.**
- Once the forms have been submitted and the fee is received, a confirmation email will be sent to the parent. The campus Counselor will also be notified. **At that time, the Counselor will list OCPA as an available option for the student's schedule.**
- First semester application/fee must be received by **August 14, 2026** and second semester application/fee must be received by **January 8, 2027**. **No applications will be approved after these dates.**
- **Students will not be enrolled in OCPA until payment has been received and the OCPA paperwork is completed. New OCPA paperwork must be submitted each school year.**
- Once approved the student must sign in/out with the Attendance Office if leaving campus for OCPA.
- All OCPA providers and students must reapply annually. Approval is valid for one school year only and does not carry forward.

FEES:

An enrollment fee will be assessed for all students participating in OCPA. Payment can be made with a single payment of \$200. Please do not pay with cash/check. The Pay K12 payment link will be emailed to you after your submitted OCPA forms have been approved. Again, fee must be received before a student can be enrolled in OCPA. Refunds will not be processed after October 13, 2026.

For questions you may contact:

Jenna Chitwood (CMS and DMS students)
Off-Campus Physical Activity Coordinator
Carroll ISD
2400 N. Carroll Ave.
Southlake, TX 76092
jenna.chitwood@southlakecarroll.edu
Phone: 817-949-8295

Marsha Vawter (CHS and CSHS students)
Off-Campus Physical Activity Coordinator
Carroll ISD
2400 N. Carroll Ave.
Southlake, TX 76092
marsha.vawter@southlakecarroll.edu
Phone: 817-949-8295

CISD Off-Campus Physical Activity Application

2026 - 2027 Campus: ☐ CSHS ☐ CHS ☐ DMS ☐ CMS

2026 - 2027 Grade: ☐ 12th ☐ 11th ☐ 10th ☐ 9th ☐ 8th ☐ 7th

Counselor's name: _____

This application is for (check one): ☐ Both Semesters ☐ 1st Semester Only ☐ 2nd Semester Only
***Middle school students must enroll in OCPA for a full year**

This application is to be completed by the parent or guardian. Please provide all information requested.

Student's Full Legal Name (Please Print): _____
FIRST MIDDLE LAST NAME

Program Category (check one):

☐ Category I (15 hours/week) ☐ Category II (5 hours/week)

The OCPA activity is: _____ PROVIDER is: _____

The name of the trainer/coach is _____ and the
training will take place at _____ training facility.

I am requesting my student be released from _____ (1st or last) period (**ONLY if Category I**).

I UNDERSTAND THAT ACTIVITY LOGS/GRADE SHEET FORMS MUST BE RECEIVED BY THE SPECIFIED DUE DATES OR MY STUDENT WILL RECEIVE A FAILING GRADE AND MAY LOSE THE OPPORTUNITY TO PARTICIPATE IN OCPA.

☐ I understand that I am responsible for transportation to and from the physical activity program and that the school district is not responsible for any contractual agreements with the trainer or coach.

☐ I understand that my student MUST have a current Permission and Release form on file.

☐ I understand that the OCPA fee must be paid before my student can be enrolled in OCPA.

☐ I understand that I am responsible for evaluating and self-selecting the OCPA provider, and that Carroll ISD does not endorse, approve, or monitor outside providers.

For office use only:

Provider approved: _____ or
Letter from new provider: _____ & Date _____
Provider agreement: _____
Supervisor Approval: _____ Date: _____
Parent contacted: _____ Date: _____
Payment received: _____ Date: _____

Parent Signature

Student Signature

Parent Contact Phone Number

Parent E-mail address (please print clearly)

Student E-mail address (please print clearly)



PERMISSION AND RELEASE

I understand that my child, _____, a student at Carroll Independent School District ("District"), is receiving physical education credit for participation in the "activities" otherwise unrelated to the District and off District premises. I understand that my child's participation in these physical activities is wholly voluntary and the District does not require my child to participate in these types of physical activities. I understand that the District provides opportunities for physical education credit at the District, but I choose to allow my child to participate in an outside physical activity instead of participating in District run physical education.

I understand that my child must comply with the Carroll ISD Student Code of Conduct and any rules and standards of conduct at his/her physical activity location. I understand that my child's failure to adhere to these rules and standards of conduct may result in discipline in accordance with the Student Code of Conduct and my child's dismissal from the physical activity.

I understand that the District has no control over the operations or premises of my child's particular activity. I further understand that my child will not be under the supervision of a District employee but will be under the supervision of a representative of the assigned activity while participating in the activity. I understand that the District does not screen or evaluate providers or their employees.

I recognize and understand that there are certain dangers and risks to which my child may be exposed by participating in the activity, including risk of physical injury. I understand that the District does not have medical personnel available at the activity locations. I want my child to participate in the activity despite the possible dangers and risks and despite this Release. I understand that the District assumes no responsibility for any injury, damage, or cost which might arise out of or in connection with the activity. I therefore agree to assume all of the risks and responsibilities that are in any way associated with the activity.

I give permission for my child to obtain his/her own transportation to his/her activity location, whether by driving his/her personal vehicle, driving a vehicle owned by me and/or my spouse, driving a private vehicle provided by a third party, or by riding in a private vehicle driven by a third party (together referred to as "personal transportation"). I agree that I am not entitled to any reimbursement for mileage or transportation costs from the District in transporting my child to the physical activity.

In consideration of the privilege of participating in the activity and the convenience of utilizing personal transportation, the receipt and sufficiency of which is hereby acknowledged, I, by my signature affixed below,

CARROLL ISD
PERMISSION AND RELEASE – page 2

individually and by next friend of the above named child, acting for myself, my minor child, my agents, heirs, beneficiaries, trustees, executors, successors, assigns, administrators, attorneys and legal representatives, do hereby **RELEASE, ACQUIT AND FOREVER DISCHARGE** the District, all of its employees, agents, trustees, volunteers, attorneys, and legal representatives, in their representative, official, and individual capacities, of and from any and all charges, complaints, grievances, claims, demands, causes of action, damages, loss, or expense, of whatsoever kind or character, in tort (**INCLUDING NEGLIGENCE OR NEGLIGENT OMISSION**), or in contract, that are created by or arise under state and/or federal statutes, constitutions, and/or the common law, whether known or unknown, which may in any manner arise from or relate to the activity or the use of personal transportation. I hereby waive my rights to institute any action, claim or suit against and/or recover compensation, benefits, or damages from the District and/or the above-described persons and entities, and covenant and agree not to sue any such persons or entities regarding such claims in any court or tribune and not file or aid in the institution or prosecution of any action, lawsuit, or cause of action (whether or not by direct action, counterclaim, cross-claim, or interpleader) regarding any claim released herein.

My signature below indicates my understanding of this Permission and Release and indicates my permission for my child to participate fully in the physical activity. I have carefully read this Permission and Release before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt by the District and shall be governed by the laws of the state of Texas.

Parent's Signature

Name (printed)

Date

**OFF-CAMPUS PHYSICAL ACTIVITY
IMPORTANT DATES**

September 8, 2026	(Activity logs due)
October 5, 2026	(Grades and activity logs are due)
November 2, 2026	(Activity logs due)
December 7, 2026	(Grades and activity logs are due)
February 1, 2027	(Activity logs due)
March 1, 2027	(Grades and activity logs are due)
April 5, 2027	(Activity logs due)
May 10, 2027	(Grades and activity logs are due)

Submit Activity Log Sheets per Due Dates

Communicate with your Off-Campus Physical Activity Coordinator

OCAPA Coordinator for Carroll Middle School and Dawson Middle School students:

Jenna Chitwood

e-mail: jenna.chitwood@southlakecarroll.edu

OCAPA Coordinator for Carroll High and Carroll Senior High:

Marsha Vawter

e-mail: marsha.vawter@southlakecarroll.edu

OCPA Required Paperwork Forms

***Blank Log and Grade Forms** are provided. Make extra copies for the year.

****Students must submit paperwork by due dates to receive credit for semester.**

ACTIVITY LOG SHEET

Submit log by due date to the attention of Marsha Vawter (CHS and CSHS) or Jenna Chitwood (CMS and DMS) to CISD Administration Center, 2400 N. Carroll Ave., Southlake, TX 76092.

Log may be scanned/emailed directly to coordinator.

For every day of physical activity, please put the date, specific activity and time. The provider must also initial each date.

Student's Name (please print)		Campus
Activity Site		Provider (please print)
Grading Period Dates		Provider's Signature

[illegible]

CISD Off-Campus Physical Activity Grade Reporting Form

Student's Name (please print)

School

Activity Site

Below are the dates that Grade Reporting Forms are due to the school campus. Forms **MUST** be received no later than 4:00 PM on the dates specified below. Remember to check the appropriate grading period as follows and indicate "P" or "F" for Pass or Fail:

GRADING PERIOD

(Please check one)

*** DATE FORMS DUE TO:**

**Marsha Vawter - Coordinator for CHS & CSHS
or Jenna Chitwood – Coordinator for CMS & DMS**

1 st Grading Period	October 5, 2026
2 nd Grading Period	December 7, 2026
3 rd Grading Period	March 1, 2027
4 th Grading Period	May 10, 2027

* Dates listed on the Grade Reporting form coincide with school calendar

Activity Grade ____ **(P/F) pass/fail**

Provider's Name (please print)

Date

Provider's Signature

Student Signature

Marsha Vawter (CHS and CSHS)

e-mail address: marsha.vawter@southlakecarroll.edu

Mailing address:

Carroll ISD Administration Center
Attn: Marsha Vawter-OCPA
2400 N. Carroll Ave.
Southlake, TX 76092

Jenna Chitwood (CMS and DMS)

e-mail address: jenna.chitwood@southlakecarroll.edu

Mailing address:

Carroll ISD Administration Center
Attn: Jenna Chitwood-OCPA
2400 N. Carroll Ave.
Southlake, TX 76092

OCPA Grading Waiver for Non-GPA option

OCAPA Grading Waiver

Request for Non-GPA option for Off-Campus Physical Activity (OCAPA)

Beginning in the 2025-2026 school year:

Students in the graduating classes of 2026, 2027, and 2028 may choose to have OCAPA recorded as an unweighted numerical grade on their transcript. Students with GPAs at or above 98.000 may benefit from submitting a waiver to post the OCAPA grade as P/F. The waiver must be submitted within the first ten days of school. If a student is approved for OCAPA after the first day of school, they must submit the waiver within ten days of that OCAPA approval date.

For students in the graduating class of 2029 and beyond, OCAPA will be transcribed with a numerical grade for the first two credits. These students will also have the option to waive the transcription of a numerical grade for any additional OCAPA credits beyond the first two, provided they submit the waiver within the first ten days of school. If a student is approved for OCAPA after the first day of school, they must submit the waiver within ten days of that OCAPA approval date.

Waivers need to be hand-delivered to the CSHS Registrar's Office by 4:00 p.m. on their due date. If there are any questions regarding this waiver, please contact your school counselor.

REQUEST FOR NON-GPA OPTION FOR Off-CAMPUS PHYSICAL ACTIVITY

In accordance with EIC (LOCAL), students may request up to **two credits** to be calculated as **numerical non-GPA weighted courses** for participation in OCPA.

Eligible students in their **junior and senior years** participating in **OCPA** may elect to remove GPA weighting for their **third and/or fourth year** in these programs. If a student chooses to remove GPA weighting for their third and/or fourth year in these programs, their grades for those years will be recorded as Pass/Fail.

To qualify, students must:

- Have completed **at least two full years** in the program

Completed forms must be **hand-delivered to the CSHS Registrar's Office** no later than **4:00 PM on the 10th school day of the academic year**.

For full eligibility requirements and course details, refer to the **Academic Planning Guide**.

Please Note:

- Students may select the non-GPA option **once in the 11th grade and once in 12th grade**, for a **maximum of two courses**.
- A **new form is required each academic year** the exemption is requested.

STUDENT INFORMATION

First Name: _____

Last Name: _____

Student ID #: _____

Grade Level: _____

SIGNATURES

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Approved: ☐ Yes ☐ No

Signature (Registrar/Administrator): _____ Date: _____

For
Provider

Guidelines for Trainers and Coaches of Students applying for Physical Activities Programs for P.E. Substitute Credit

(Please give to Provider)

Provider Participation Summary (For Reference Only)

Providers working with students participating in the Off-Campus Physical Activity (OCPA) program should be aware of the following expectations:

- Students must meet the required weekly participation hours based on the program category
- Students are responsible for maintaining and submitting activity logs by the required deadlines
- Providers may be asked to verify participation by initialing/signing activity logs
- Providers must submit a Pass/Fail grade each grading period, as requested
- All providers must complete the required **OCPA Provider Application Packet annually**
- Completion of provider documentation does not constitute approval or endorsement by Carroll ISD

For additional information, please contact the campus OCPA Coordinator.

TEKS for Physical Education: (FOR PROVIDER)

§116.55. Individual Sports (One-Half Credit).

(a) General requirements. The recommended prerequisite for this course is Foundations of Personal Fitness.

(b) Introduction.

(1) In Physical Education, students acquire movement knowledge and skills that provide the foundation for enjoyment, continued social development through physical activity, and access to a physically-active lifestyle. The student exhibits a physically-active lifestyle and understands the relationship between physical activity and health throughout the lifespan.

(2) Students in Individual Sports are expected to participate in a wide range of individual sports that can be pursued for a lifetime. The continued development of health-related fitness and the selection of individual sport activities that are enjoyable is a major objective of this course.

(c) Knowledge and skills.

(1) **Movement.** The student develops the ability to participate confidently in individual sports. The student is expected to:

(A) consistently perform skills and strategies and follow rules at a basic level of competency.

(2) **Movement.** The student applies movement concepts and principles to the learning and development of motor skills. The student is expected to:

(A) use internal and external information to modify movement during performance;

(B) describe appropriate practice procedures to improve skill and strategy in a sport;

(C) develop an appropriate conditioning program for the selected sport; and

(D) identify correctly the critical elements for successful performance of a sport skill.

(3) **Social development.** The student understands the basic components such as strategies, protocol, and rules of individual sports. The student is expected to:

(A) acknowledge good play from an opponent during competition;

(B) accept the roles and decisions of officials;

(C) demonstrate officiating techniques; and

(D) research and describe the historical development of an individual sport.

TEKS for Physical Education: (FOR PROVIDER)

(4) **Physical activity and health.** The student exhibits a physically-active lifestyle that improves health and provides opportunities for enjoyment and challenge during individual sports. The student is expected to:

- (A) select and participate in individual sports that provide for enjoyment and challenge;
- (B) analyze and evaluate personal fitness status in terms of cardiovascular endurance, muscular strength and endurance, flexibility, and body composition;
- (C) analyze and compare health and fitness benefits derived from participating in selected individual sports;
- (D) establish realistic yet challenging health-related fitness goals for selected individual sports;
- (E) explain the interrelatedness between selected individual sports and a personal fitness program;
- (F) describe two training principles appropriate for enhancing flexibility, muscular strength and endurance, and cardio respiratory endurance; and
- (G) explain the effects of substance abuse on personal health and performance in physical activity such as side effects of steroid use.

(5) **Physical activity and health.** The student understands and applies safety practices associated with individual sports. The student is expected to:

- (A) evaluate risks and safety factors that may affect individual sport preferences;
- (B) identify and follow safety procedures when participating in individual sports; and
- (C) describe equipment and practices that prevent or reduce injuries.

(6) **Social development.** The student develops positive personal and social skills needed to work independently and with others in individual sports. The student is expected to:

- (A) evaluate personal skills and set realistic goals for improvement;
- (B) respond to challenges, successes, and failures in physical activities in socially appropriate ways;
- (C) accept successes and performance limitations of self and others;
- (D) anticipate potentially dangerous consequences of participating in selected individual sports; and
- (E) demonstrate responsible behavior in individual sports such as playing by the rules, accepting lack of skill in others.

Source: The provisions of this §116.55 adopted to be effective September 1, 1998, 22 TexReg 7759.

TEKS for Physical Education: (FOR PROVIDER)

§116.56. Team Sports (One-Half Credit).

(a) General requirements. The recommended prerequisite for this course is Foundations of Personal Fitness.

(b) Introduction.

- (1) In Physical Education, students acquire the knowledge and skills for movement that provide the foundation for enjoyment, continued social development through physical activity, and access to a physically-active lifestyle. The student exhibits a physically-active lifestyle and understands the relationship between physical activity and health throughout the lifespan.
- (2) Students enrolled in Team Sports are expected to develop health-related fitness and an appreciation for team work and fair play. Like the other high school physical education courses, Team Sports is less concerned with the acquisition of physical fitness during the course than reinforcing the concept of incorporating physical activity into a lifestyle beyond high school.

(c) Knowledge and skills.

(1) **Movement skills.**

- (A) demonstrate consistency using all the basic offensive skills of a sport while participating.
- (B) demonstrate consistency using all the basic defensive skills of a sport while participating.

(2) **Movement skills.** The student applies movement concepts and principles to the learning and development of motor skills. The student is expected to:

- (A) use internal and external information to modify movement during performance;
- (B) describe appropriate practice procedures to improve skill and strategy in an activity;
- (C) develop an appropriate conditioning program for the selected activity;
- (D) identify correctly the critical elements for successful performance within the context of the activity; and
- (E) recognize that improvement is possible with appropriate practice.

(3) **Social development.** The student understands the basic components such as strategies, protocol, and rules of structured physical activities. The student is expected to:

- (A) acknowledge good play from an opponent during competition;
- (B) accept the roles and decisions of officials;
- (C) demonstrate officiating techniques; and
- (D) research and describe the historical development of an individual sport.

TEKS for Physical Education: (FOR PROVIDER)

(4) Physical activity and health. The student exhibits a physically-active lifestyle that improves health and provides opportunities for enjoyment and challenge through team sports. The student is expected to:

- (A) select and participate in individual sports that provide for enjoyment and challenge;
- (B) analyze and evaluate personal fitness status in terms of cardiovascular endurance, muscular strength and endurance, flexibility, and body composition;
- (C) describe the health and fitness benefits derived from participating in selected team sports;
- (D) establish realistic yet challenging health-related fitness goals;
- (E) develop and participate in a personal fitness program that has the potential to provide identified goals; and
- (F) describe two training principles appropriate for enhancing flexibility, muscular strength and endurance, and cardio respiratory endurance.

(5) Physical activity and health. The student knows the implications and benefits from being involved in daily physical activity. The student is expected to:

- (A) discuss training principles appropriate for enhancing flexibility, muscular strength and endurance, and cardio respiratory endurance;
- (B) explain the effects of eating and exercise patterns on weight control, self-concept, and physical performance; and
- (C) explain the effects of substance abuse on personal health and performance in physical activity.

(6) Physical activity and health. The student understands and applies safety practices associated with team sports. The student is expected to:

- (A) evaluate risks and safety factors that may affect sport preferences;
- (B) identify and apply rules and procedures that are designed for safe participation in team sports;
- (C) identify team sports that achieve health-related fitness goals in both school and community settings; and
- (D) participate regularly in team sports.

TEKS for Physical Education: (FOR PROVIDER)

(7) **Social development.** The student develops positive self-management and social skills needed to work independently and with others in team sports. The student is expected to:

- (A) evaluate personal skills and set realistic goals for improvement;
- (B) respond to challenges, successes, and failures in physical activities in socially appropriate ways;
- (C) accept successes and performance limitations of self and others and exhibit appropriate behavior/responses;
- (D) anticipate potentially dangerous consequences of participating in selected team sports; and
- (E) display appropriate etiquette while participating in a sport.

Source: The provisions of this §116.56 adopted to be effective September 1, 1998, 22 TexReg 7759.

PLEASE NOTE:

DURING THE SUMMER MONTHS

PLEASE MAIL OR DROP OFF ALL

APPLICATIONS TO:

***CARROLL ISD
ATTN: OCPA PROGRAM
2400 N. Carroll Ave.
Southlake, TX 76092***

***The Carroll Administration Center is
open
Monday – Thursday in the summer.
THANK YOU.***