

**NEW CANEY INDEPENDENT SCHOOL DISTRICT OFF-CAMPUS PHYSICAL EDUCATION  
EQUIVALENT PROGRAM  
GRADES 6-8**

Dear Parents,

The New Caney Independent School District's (NCISD) Off-Campus Physical Education Equivalent Program provides an opportunity for students in grades 6-8 to receive credit for participation in an **Off-Campus, Physical Education Program**. The Texas Education Agency (TEA) authorizes school districts to award physical education credit for students participating in appropriate privately or commercially sponsored physical activity programs if certain guidelines are met. The purpose of the program is to accommodate students who wish to participate in special and/or accelerated physical education activities that go above and beyond those normally scheduled in the school district.

Waiver requests will be considered for the NCISD 6-8 physical education requirement according to the TEA Commissioner's criteria for Category I and Category II physical education waivers. Specifics of these requirements are found in EHAC Legal Policy. The Director of Curriculum and Instruction will be responsible for supervising the waiver standards to assure that each student receives a quality, off-campus physical education/athletic program.

To assist us in making decisions as to whether a waiver may be granted, we will follow the guidelines of TEA. A waiver will be granted for 6-8 grade students participating in structured extracurricular activities certified by the board of trustees for which the student provides proof for the activity. Rules for a structured activity are:

1. The activity is based on the grade appropriate movement, physical activity and health, and social development strands of the essential knowledge and skills for physical education specified in 19 TAC chapter 116.
2. The activity is organized and monitored by school personnel or by appropriately trained instructors who are part of a program that has been certified by the Board.

New Caney ISD Board of Trustees must certify the program, agency, and instructor(s) before the student's application will be approved. Please fill out the required forms and return the completed packet to the counselor of the school the student will attend while using the waiver. The deadlines are August 15 for the fall semester and December 1 for the spring semester. Deadlines will be enforced. Students entering the district after the deadline will be dealt with on a case-by-case basis.

All applications will be carefully considered. However, completion of the application **does not** guarantee district approval to participate in the Off-Campus Physical Education Equivalent Program. The student's counselor or designee will receive notification of approval or denial of the waiver request approximately one to two weeks after the district office receives the application.

Attached you will find a copy of the General Guidelines for Off-Campus Physical Education as well as the necessary forms for participation. These guidelines are for your information.

Sincerely,

Brent Sipe  
Executive Director of Sports Activities & Facilities

**NEW CANEY INDEPENDENT SCHOOL DISTRICT OFF-CAMPUS PHYSICAL EDUCATION  
EQUIVALENT PROGRAM  
GRADES 6-8 - GUIDELINES**

**Please read these guidelines carefully**

1. For the student to be considered for a waiver to earn credit for physical education through this program, an application must be completed and returned to the counselor of the student's school in which they are requesting the wavier.
2. Information and forms can be obtained at the student's school or from the New Caney ISD website.  
<http://www.newcanevisd.org/>
3. Private or commercially sponsored physical activity programs, in which students participate in intensive training above and beyond that of regular physical educations classes, may be substituted for physical education requirements for students in grades 6-8 as allowed by the district and the Texas Education Agency (TEA)
4. All sports/activities require individual, one-on-one, directly supervised instruction. No U.I.L. team sports, including team sports private lessons, will be approved (i.e. basketball, hockey, soccer, softball volleyball, etc.) Only sports that allow for individual scoring and individual advancement and non-U.I.L. team sports will be approved. Requests will NOT be approved for any sport that the district offers. Examples – tennis and swimming.
5. **TEA qualifying criteria is as follows:**

- A. The activity is based on the grade appropriate movement, physical activity and health, and social development strands of the essential knowledge and skills for physical education specified in 19 TAC chapter 116.
- B The activity is organized and monitored by school personnel or by appropriately trained instructors who are part of a program that has been certified by the Board.

6. **TEA classifications are as follows:**

**Category I:** Olympic-level participation and/or competition includes those certified by the superintendent to be of high quality and must meet all of the criteria below.

<b>Category I Substitutions</b>
Students are supervised a minimum of 15 hours per week with highly intensive professional training.
The training facility, instructors, and the activities involved in the program are certified by the superintendent to be of exceptional quality.
Students qualifying and participating at this level are dismissed from school no more than one period per day.
Students do not miss any class other than physical education.

**Category II:** Private or commercially-sponsored physical activities that are not Olympic level but are certified by the superintendent to be of high quality and must meet all of the criteria below.

<b>Category II Substitutions</b>
Students are well supervised by appropriately trained instructors.
Students participate in the physical activity for at least five hours per week*.
Students certified to participate at this level are not dismissed from any part of the regular school day.

7. All

applications will be carefully considered. However, completion of the application **does not** guarantee district approval to participate in the Off-Campus Physical Education Equivalent Program. A student's previous attendance record will be taken into consideration for approval.

8. The student's counselor will receive notification of approval or denial of the waiver request approximately one to two weeks after the district office receives the application.
9. **Credit will be granted only to those students who are participating in a program that is in total compliance with these guidelines.**
10. New Caney ISD has no control over the daily activities of the off-campus program, or qualifications of the instructors of the program.
11. New Caney ISD does not perform criminal background checks on the Off-Campus Physical Education Instructors.
12. New Caney ISD is not responsible for accident or hospitalization insurance.

### 13. **Attendance**

- A. Attendance in the off-campus physical education program must comply with state compulsory attendance laws and the attendance for credit status which requires a student to be present 90% of the days a class is offered in order to gain credit.
- B. The student must participate a minimum of four (4) days during the week (Monday through Friday) plus an additional day that may fall on either the weekend or during the week. (Exceptions to this requirement will be reviewed on a case by case basis) All such participation must always be under the direct supervision of the instructor. Competition hours will not count towards the total number of hours required.
- C. Participation in events/activities related to the Off-Campus Physical Education Program should not affect the student's attendance at school. Absences resulting from participation shall be recorded as unexcused.
- D. The student must participate in the Off-Campus Physical Education Program for a minimum of seventeen weeks. Extended absences for injury or illness not to exceed nine weeks will be excused only with a physician's letter.
- E. Category I students must arrive or depart school in a manner that does not affect the remainder of his/her classes. A pattern of late arrivals or early dismissals may result in the waiver being revoked.
- F. The off-campus agency will be required to have a sign-in log to be used for verification of attendance.

### 14. **Grades and Credits**

- A. A numerical grade will be recorded for each nine weeks.
- B. Credit will be issued after the completion of all requirements.

15. **Requirements** - Texas Education Code 38.101 requires annual physical fitness assessments in grade 3-12. All students in the Off-Campus Physical Education Program will be required to take the FITNESSGRAM assessment during the school year. Those students will be notified by letter when and where the assessment will take place.

16. **Transportation** - Transportation to and from the sponsoring agency will be the sole responsibility of the student or the student's parent/guardian.

### 17. **Transfer**

- A. The student may **NOT** transfer from a physical education or athletic class into an Off-Campus Physical Education Program after the deadline for application. However, the student may withdraw from the Off-Campus Physical Education Program and transfer back to an on-campus physical education or athletic program. Participation in a varsity athletic program will be subject to UIL rules.

- B. A student's physical education waiver may be revoked if it is determined that the student's participation in the program no longer meets the criteria specified for the category chosen, if the student's attendance becomes irregular, or if a Category I student has a pattern of late arrivals or early departures.

18. Fee – A fee of \$50 per semester or \$75 for a full year will be paid to New Caney Independent School District. The fee will be a part of the application process and will be returned to the applicant if the request is denied. Upon approval, a receipt will be provided to the applicant by the district office. Students that meet the qualifications for economically disadvantaged may be eligible for a fee adjustment. Please contact the campus principal for more information.

## **STUDENT/PARENT RESPONSIBILITIES**

The student/parent is responsible for adhering to the following requirements:

1. Obtaining an Off-Campus Physical Education Program packet from the school counselor or New Caney ISD Web Site.
2. **Submitting a completed application and instructor agreement to the counselor prior to the deadline for the upcoming semester/year.**
3. Ensuring that the student participates in his/her activity at one approved agency, under professional supervision, for at least the minimum amount of time per week as determined by the category type chosen.
4. Ensuring that the student attends his/her activity on a regular basis that includes attending 90% of the days the class is offered and participating in the program a minimum of seventeen weeks.
5. Providing transportation to and from the sponsoring agency.
6. Notifying the counselor of the student's school of any changes in the student's schedule.
7. Notifying the counselor of the student's school if the student's attendance becomes irregular or if the student withdraws from the program.

## **OFF-CAMPUS AGENCY/INSTRUCTOR RESPONSIBILITIES**

1. Sign applications and activity schedules for students participating in the Off-Campus Program at the instructor's agency.
2. Provide a written summary of the program the student will be following. This summary will be used to determine if the program is meeting the state/district requirements. Also provide a copy of license or certification to be an instructor in the activity provided to the student.
3. Sign an Instructor Agreement stating that he/she is aware of the emphasis on program objectives and grading based on performance and attendance.
4. Maintain an accurate record of student attendance and make it available to district staff, if needed.
5. Submit a nine weeks grade to the school counselor on or before the end of each nine weeks. Failure to do this will result in the student receiving an incomplete for that grading period. For eligibility purposes, a student involved in UIL activities will require a three weeks pass/fail progress report. Students are responsible for getting the form to the instructor and returned to their coach.
6. Inform the student's counselor if the student's attendance becomes irregular or if the student is not meeting the requirements of the program.
7. Inform the student's counselor if a student is no longer in your program.

## **RESPONSIBILITIES OF SCHOOL COUNSELOR**

1. Provide applications and explain the program, especially student responsibilities, to interested students and parents.
2. Send the student's application for the program to the campus principal/designee. Insure that the application is sent to the appropriate district level personnel for review.
3. If needed, schedule the student for late arrival or early dismissal, subject to the principal's approval. Students may not have late arrival and early dismissal during the same semester.
4. Insure that attendance information and grade sheets are delivered to the appropriate campus personnel.
5. Record numerical grades received from the Off-Campus instructor and post them on the student's transcript.

Date Received

New Caney Independent School District  
**Off- Campus Physical Education Waiver Application (Grades 6-8)**

**PLEASE PRINT**

Student's Name		Last	First	Middle	School
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Grade Level (during year of participation)		Counselor	
Parent/Guardian's Name				Daytime Phone (    )	
Street Address				City	Zip
Parent/Guardian's E-Mail Address:					

**The above named student is applying for approval in the following Off-Campus Physical Education Program as described below:**

School Year: 20__ - 20__	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both	Type of Waiver: <input type="checkbox"/> Category I <input type="checkbox"/> Category II
Physical Activity:		
Name of Sponsoring Facility/Agency:		
Instructor's Name (Please Print)		Daytime Phone (    )
Street Address		City      Zip
Instructor's E-Mail Address:		
Attach the Off-Campus Physical Education Activity Schedule, Program Summary, and Instructor Agreement to this application		

If the student is applying for Category I (Olympic Level) the instructor must supply **one** of the following for the student:

- A copy of the entry form for Olympic or national participation/competition
- A publication which verifies this student's Olympic or national athletic status or rank
- A copy of this student's Olympic or national athletic certificate, which verifies their status or rank

I have read and understand the guidelines for the Off-Campus Physical Education Program, and I agree to comply with those regulations. I hereby release New Caney Independent School District, its employees, agents, and its Board of Trustees, from all claims of liability in any way attributable to this program, including all travel to, from, and during the program. I also understand that all liability in case of accident or hospitalization is the responsibility of the parents or of the private or commercial agency. I understand that New Caney ISD has no control over the daily activities of the program, quality of the program, or qualifications of the instructor in the program.

The student, parent, and instructor, by signing this application, acknowledge their understanding that this Program will substitute for a course that may be **required for graduation** and that failure to complete any of the program requirements or submit information in a timely manner **may result in the student receiving a failing grade**.

I understand that Texas Education Code 38.101 requires annual physical fitness assessments in grades 3-12. All students in the Off-Campus Physical Education Program will be required to take the FITNESSGRAM assessment during the school year. Those students will be notified by letter when and where the assessment will take place.

Signature of Student	Date
Signature of Parent/Guardian	Date

**Note: In order for this application to be considered for any semester, it must be returned to the counselor by the appropriate deadline.**

FOR OFFICE USE ONLY		
Fee Amount Paid:	\$50	\$75
	Check	Type of Payment Cash
Signature of Counselor	Date	
Signature of Principal	Date	
Signature of Executive Director for Curriculum and Instruction	Date Approved by Board of Trustees	

**New Caney Independent School District**  
**OFF-CAMPUS PHYSICAL EDUCATION PROGRAM - GRADES 6-8**  
**INSTRUCTOR AGREEMENT**

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Instructor's Name

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Agency

As a professional instructor, I am fully qualified to provide the instruction required to fulfill the requirements for Off-Campus Physical Education. I have read and understand the guidelines as they apply to me and the agency's program. I am aware of the emphasis on program objectives, grading based on performance, and attendance established by public education and the New Caney Independent School District. I understand the problems inherent in a program such as Off-Campus Physical Education and the importance of maintaining program integrity. Therefore, I will support the following conditions to my certification as an Off-Campus Physical Education instructor.

1. The instructor has read and certifies that the activity of his/her program is based on, at minimum, the grade appropriate movement, physical activity and health, and social development strands of the essential knowledge and skills for physical education specified in 19 TAC chapter 116.
2. The instructor agrees to keep an accurate record of student attendance on the form provided by the district and make it available to the district as needed.
3. The instructor will deliver to the student's counselor a numerical grade based on student performance and attendance on or before the end of each nine weeks.
4. The instructor will submit a written summary of program objectives and activities with this agreement. I will also provide a copy of my license or certification to be an instructor in the activity provided to the student.
5. The instructor agrees to contact the student's counselor if the student's attendance becomes irregular or the student drops out of the program.

I understand that the New Caney Independent School District is accountable for the participation of each student in Off-Campus Physical Education. I will make every effort to cooperate with the district in their accounting procedures.

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Instructor's Signature

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Date

New Caney Independent School District  
**Off- Campus Physical Education Activity Schedule**

**PLEASE PRINT**

<b>Student's Name</b>	<b>Last</b>	<b>First</b>	<b>Middle</b>	<b>School</b>
<b>Name of Sponsoring Facility/Agency</b>			<b>Name of Instructor:</b>	

It is my understanding that the above-named student is applying for an Off-Campus Physical Education waiver and that the student must participate in a physical activity, under professional supervision, a minimum of fifteen hours (Category I) or five hours each week (Category II). I also understand that the student must participate a minimum of four (4) days during the week (Monday through Friday) plus an additional day that may fall on either the weekend or during the week. (This requirement will be reviewed on a case by case basis) The above-named student is scheduled to participate in a physical education program meeting these requirements as designed below:

<b>Weekday</b>	<b>Beginning Time</b>	<b>Ending Time</b>	<b>Activity*</b>	<b>Hours</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

\* Attach a separate sheet if more space is need  
 (It is imperative that this schedule be current at all times. If changes are required, please contact the student's counselor)

As a professional instructor, I am fully qualified to provide the instruction required to fulfill the requirements for Off-Campus Physical Education. I have read and understand the guidelines as they apply to me and the agency's program. I am aware of the emphasis on program objectives, grading based on performance, and attendance established by public education and the New Caney Independent School District. I understand the problems inherent in a program such as Off-Campus Physical Education and the importance of maintaining program integrity. Therefore, as the program instructor, I agree to will support and abide by the following standards.

1. I will adhere to the district's weekly time requirements as determined by the schedule above.
2. I will expect the student to participate in the activity on a regular scheduled basis.
3. I will keep an accurate record of the student's attendance and contact the campus counselor if the student's attendance becomes irregular.
4. I will forward a grade recommendation based on student performance to the counselor on or prior to the end of each nine weeks grading period on the form provided by the district. Absences for each nine weeks grading period will be included on the grade report. If the student's attendance becomes irregular or drops out of the program, I will contact the student's counselor.
5. I will submit a written summary of program objectives and activities as required.

I understand that the New Caney Independent School District is accountable for the participation of each student in Off-Campus Physical Education programs and that the student's failure to meet the requirements may result in the district revoking the student's PE waiver. I will make every effort to cooperate with the district in their accounting procedures.

<b>Signature of Instructor</b>	<b>Date</b>
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