

**Katy Independent School District  
Off-Campus Physical Education Waiver Information Packet**

**To the Parents of Prospective Off-Campus Students (Grades 6-12):**

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. School districts may choose to participate in this program at their own discretion.

The purpose for 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.

For a private or commercially sponsored physical activity program to be approved, the program must meet certain guidelines set by the Katy Independent School District. Enclosed is a copy of the General Guidelines for Off-Campus Physical Education, as well as the necessary forms for participation. **Credit will be granted only to those students who are participating in a program that is in total compliance with these guidelines.** Katy ISD has no control over the daily activities of the program, quality of the program, or qualifications of the instructor in the program. Katy ISD does not perform criminal background checks on the Off-Campus Physical Education Instructors. Katy ISD is not responsible for accident or hospitalization insurance.

Please read the enclosed guidelines carefully. For a 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. Applications are due in the counselor's office by the end of the first week of the semester for which a waiver is being requested.

The program is available to only those students who are attending junior high or high school, grades 6-12, for the fall/spring semesters, as allowed by the District and the Texas Education Agency (TEA).

Please feel free to contact me at (281) 396-2734, for further assistance or additional information.

Sincerely,

H.C. Grimet  
Health and Physical Education  
Curriculum Coordinator  
howardgrimet@katyisd.org

**Katy Independent School District**  
**Off-Campus Physical Education Program Procedures**

1. The student obtains an Off-Campus P.E. Waiver Information Packet from the campus counselor or online on the Katy ISD Web Page, (click on Parent).
2. The student /parent reads all the information provided in the packet and fills out the “Off-Campus Physical Education P.E. Waiver Application” form.
3. The student/parent provides the instructor from the sponsoring agency or facility with the “Off-Campus Physical Education Waiver Application (Grades 6-12)” and the “Off-Campus Physical Education Activity Schedule and Instructor Agreement” for completion and signature. At the high school level, Category I students **must leave school** for one period of the school day (either the first or last period of the day) due to the nature of the program activity. At the junior high level, Category I students have the **option to leave** during the one period of physical education or take an additional elective. All Category I waiver requests must be submitted to the TEA by the Curriculum Coordinator for Health and Physical Education. At the high school or junior high level, a Category II Waiver does not allow a student to miss any part of the school day for participation in this type of program.
4. The student/parent submits the application form and instructor agreement to the appropriate grade-level counselor prior to the end of the first week of the semester in which participation is sought. The waiver is only valid for the current year or semester and requires submission of an application annually.
5. After checking the application thoroughly, the counselor will review the application and, based on local district guidelines, secure approval from the campus principal. The P.E. waiver will be kept in the counselor’s office.  
**The campus principal is the administrator who approves or denies the Off-Campus P.E. Waiver for credit.**
6. The counselor will notify the parent/guardian by phone or in writing if there is a concern.
7. The Curriculum Coordinator for Health and Physical Education will monitor the sponsoring agency during the semester to ensure compliance with the Texas Education Agency’s (TEA) regulations.
8. Grades and absences will be reported by the instructor from the sponsoring facility/agency to the counselor/registrar one week prior to the end of each current six weeks. No grade will be recorded. Credit will be determined on a pass/fail basis.
9. Any changes in the Off-Campus P.E. Waiver activity schedule must be approved by the campus principal and then reported immediately to the counselor.

## **Katy Independent School District Off-Campus Physical Education Guidelines**

### **PROGRAM DESCRIPTION- GRADES 6-12**

The Off-Campus Physical Educator Program is a cooperative arrangement between the Katy Independent School District and the approved off-campus sponsoring facility/agency. These guidelines include a list of basic requirements/responsibilities that have been determined by Katy ISD and the Texas Education Agency (TEA). These requirements must be met and maintained to be eligible for participation in the program. For a detailed description see EHAC (REGULATION).

Private or commercially sponsored physical activity programs, in which students participate intensive training above and beyond that of regular physical education classes, may be substituted for physical education credit for students in grades 6-12, as allowed by the District and the Texas Education Agency (TEA).

All sports/activities require individual, one-to one, directly supervised instruction. No team sports, including team sports private lessons, will be approved (i.e. basketball, hockey, lacrosse, soccer, softball, volleyball, etc.). Only sports that allow for individual scoring and individual advancement will be approved.

### **QUALIFYING CRITERIA**

**CATEGORY I:** Requires a minimum of fifteen (15) hours per week of exceptional or high quality participation by the student (comparable to Olympic training level). This category allows the student to miss one period of the school day (as defined by TEA) due to the intensive training required by the program activity. At the high school level, Category I students must leave school for one period of the school day (either the first or last period of the day) due to the nature of the program activity. At the junior high level, Category I students have the option to leave during the one period of physical education or take an additional elective. All Category I waiver requests must be submitted to the TEA by the Curriculum Specialist for Health and Physical Education.

**CATEGORY II:** Requires a minimum of five (5) hours per week of appropriate participation by the student (i.e. swimming, gymnastics, ballet, etc.). The student is not allowed to miss any part of the school day for participation in this type of program. The term “appropriate” means that the substituted 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.

## **ATTENDANCE**

In addition to the minimum hourly requirements for each category, the student must participate in his/her activity for at least four (4) of the required hours spread over three (3) days falling between Monday through Friday of each week.

Attendance in the off-campus physical education program must comply with state compulsory attendance laws and the attendance for credit statute which requires a student to be present 90% of the days a class is offered in order to gain credit. 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.

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.

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.

## **GRADES, CREDITS, AND REQUIREMENTS**

No letter grades will be recorded. Credit will be determined on a pass/fail basis.

High school graduation requirements specify students must earn one credit of physical education. High school students may apply for an Off-Campus Physical Education Waiver to substitute one-half unit of physical education credit per semester.

High School students who are no longer eligible for the Off-Campus Physical Education Waiver and meet the criteria for the abbreviated day under FEB (REGULATION) may request an application from the campus for this alternative. The student must apply for this option annually.

Texas Education Code 38.101 requires annual physical fitness assessments in grades 3-12 beginning in the 2007-2008 school year. Both junior high and high school Category I and Category II students will be required to take the FITNESSGRAM assessment during the school year. Off-Campus Physical Education students will be notified by letter when and where the assessment will take place. The results of these assessments will be reported to the Texas Education Agency (TEA) annually.

## **TRANSPORTATION**

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

## **TRANSFER**

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.

## **LIABILITY**

The District and its officers or representatives shall be excluded from liability and/or medical expenses that may develop or result from the student's participation in an off-campus program including travel to and from the program. The district has no control over the daily activities of the program, quality of the program, or qualifications of the instructor. Katy ISD does not perform criminal background checks on the Off-Campus Physical Education Instructors.

## **REVOKING TRANSFER**

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 departures.

## **STUDENT/PARENT RESPONSIBILITIES**

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

- Obtaining an Off-Campus Physical Education packet from the counselor or Katy ISD Web Page
- **Submitting a completed application and instructor agreement to the counselor prior to the end of the first week of the semester or sooner for which credit is being sought**
- 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
- 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
- Providing transportation to and from the sponsoring agency
- Notifying the counselor of any changes in the student's schedule
- Notifying the counselor if the student's attendance becomes irregular or if the student withdraws from the program
- Submitting a letter of recommendation for Category I Off-Campus PE Waiver requests

## **CAMPUS RESPONSIBILITIES**

The responsibilities include the following:

- Providing applications and information on the Off-Campus Physical Education Waiver to students interested in participation in the program

- Answering any questions/concerns of the student/parent
- Checking each application submitted to verify that it is correctly and completely filled out, based on local district guidelines, and secures approval from the campus principal.
- Maintaining the P.E. waiver in the counselor's or registrar's office
- Notifying the student/parent of any concerns regarding the application by phone and/or in writing
- Verifying that the campus registrar has scheduled all students approved for an Off-Campus PE class in eSchoolPLUS; Category II Off-Campus PE Waivers must be scheduled in eSchoolPLUS as an after school course
- Logging information from Off-Campus Physical Education Waiver application form into the Physical Education waiver database
- Registrar's office will generate and run waiver reports from data base to prepare and mail grading packets to the off campus facilities each grading period
- Ensuring that grades (pass/fail) and attendance are recorded for students participating in Off-Campus Physical Education Programs at the end of each six-week grading period as received by the instructor of the Off-Campus Program
- Ensuring grades (pass/fail) are recorded at the same time, as well as all other six-week grades, are entered
- Ensuring absences are entered in eSchoolPLUS by the ADA clerk

#### **PRINCIPAL RESPONSIBILITIES**

The Principal shall be responsible for the following:

- Reviewing and signing the student's application form
- Ensuring that appropriate procedures are maintained to certify student attendance and program authenticity
- Adding Off-Campus PE Waiver courses to the eSchoolPLUS master schedule so that all students' scheduled can be accounted for in the system

#### **CURRICULUM COORDINATOR RESPONSIBILITIES**

The Curriculum Coordinator for Health and Physical Education will be responsible for the following:

- Providing appropriate application forms and information to school counselors
- Monitoring the sponsoring agency during the semester to ensure compliance with the Texas Education Agency's (TEA) regulations
- Submitting the required information on Category I applications to TEA
- Notifying campus principals of program changes when necessary

Katy Independent School District  
**Off-Campus Physical Education Waiver Application (Grades 6-12)**

**PLEASE PRINT**

|   |  |       |                          |        |
|---|--|-------|--------------------------|--------|
| Student's Name: Last  |  | First | Middle                   | School |
| Sex: <input type="checkbox"/> Male<br><input type="checkbox"/> Female | Grade Level (during year of participation) |       | Counselor                |        |
| Parent's/Guardian's Name:   |  |       | Daytime Phone<br>(     ) |        |
| Street Address  |  |       | City                     | Zip    |
| Parent's/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:<br>20__ - 20__  | Semester:<br><input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both | Type of Waiver:<br><input type="checkbox"/> Category I <input type="checkbox"/> Category II |
| Physical Activity:   |  |   |
| Name of Sponsoring Facility/Agency:  |  |   |
| Name of Instructor: (Please print)   | Daytime Phone<br>(     )   |   |
| Mailing Address  | City   | Zip   |
| Instructor's E-Mail Address  |  |   |
| Attach the Off-Campus Physical Education Activity Schedule and Instructor Agreement to this application. |  |   |

I have carefully read the guidelines for the Off-Campus Physical Education Program and I agree to comply with those regulations. **I understand that no team sports, including team sports private lessons, will be approved (i.e. basketball, hockey, lacrosse, soccer, softball, volleyball, etc.).** Only sports that allow for individual scoring and individual advancement will be approved. I hereby release the Katy 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 parent or of the private or commercial agency. Katy ISD is not responsible for accident or hospitalization insurance. I understand that Katy ISD has no control over the daily activities of the program, quality of the program, or qualification of the instructor in the program. Katy ISD does not perform criminal background checks on the Off-Campus Physical Education instructors.

I understand that *Texas Education Code 38.101* requires annual physical fitness assessments in grades 3-12. Both junior high and high school Category I and Category II Off-Campus Physical Education students will be required to take the FITNESSGRAM assessment during the school year. These students will be notified by letter when and where the assessment will take place. The results of these assessments will be reported to the Texas Education Agency annually.

|                              |      |
|------------------------------|------|
| 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 NO LATER THAN THE FIRST WEEK OF THE SEMESTER FOR WHICH THE WAIVER IS REQUESTED!**

| FOR OFFICE USE ONLY  |      |
|--|------|
| Signature of Counselor   | Date |
| Signature of Principal   | Date |
| Signature of Instructional Specialist for Health and Physical Education after Approval | Date |

Katy Independent School District

## Off-Campus Physical Education Activity Schedule and Instructor Agreement

|                                     |      |       |                                    |        |
|-------------------------------------|------|-------|------------------------------------|--------|
| Student's Name:                     | Last | First | Middle                             | School |
| Name of Sponsoring Facility/Agency: |      |       | Name of Instructor: (Please print) |        |

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 education activity, under professional supervision, a minimum of fifteen hours (Category I) or five hours (Category II) each week at one approved agency in order to be eligible for the waiver. At least four (4) of the required hours must be spread over three (3) days falling between Monday through Friday of each week. The above-named student is scheduled to participate in a physical education program meeting this requirement as designated below:

| Weekday   | Beginning Time | Ending Time | Activity | Hours |
|-----------|----------------|-------------|----------|-------|
| MONDAY    |                |             |          |       |
| TUESDAY   |                |             |          |       |
| WEDNESDAY |                |             |          |       |
| THURSDAY  |                |             |          |       |
| FRIDAY    |                |             |          |       |
| SATURDAY  |                |             |          |       |
| SUNDAY    |                |             |          |       |

(It is imperative that this schedule be kept current at all times. In case of a change in the schedule, please notify the student's grade-level counselor and the Curriculum Specialist for Health and Physical Education at 281-396-2734.)

As a professional instructor, I am aware of the emphasis on program objectives, grading based on performance and attendance established by public education, and the requirements of the Katy 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 support and abide by the following standards:

1. I will adhere to the district's weekly time requirements as determined by the schedule designated above and notify appropriate personnel of any changes in the schedule.
2. I will expect the student to participate in the activity on a regularly 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 one week prior to the end of each six-week grading period on the form provided by the District. (The grade will be designated as "Pass/Fail.") Absences for each six-week grading period will be included on the grade report. Irregular attendance or withdrawal from the program will be reported to the appropriate District personnel in a timely manner.
5. I will submit a written outline of program objectives and activities when requested.

I understand that the Katy 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.

|                         |      |
|-------------------------|------|
| Signature of Instructor | Date |
|-------------------------|------|