

**OFF-CAMPUS PHYSICAL EDUCATION  
FOR 2023-24 SCHOOL YEAR**

**THIS APPLICATION INCLUDES:**

General guidelines for Off-Campus Physical Education

Area to be read and completed by student and parent/guardian

Area to be completed and signed by the facility instructor

Area for signature of school official who will then forward it to the district Athletics Department.

**PROCEDURES:**

1. Student picks up application in counselor's office or prints from Keller ISD Athletics webpage.
2. After the application is completed by the student, parent/guardian and facility instructor turn it in to the school's counseling assistant.
3. The counseling assistant checks the application, making sure all areas are complete and a video is provided for a Category 1. If complete, the counseling assistant signs application and then makes copy of first page for school records before sending it to the Athletics Department for final approval.
4. After the application is reviewed and approved by the Director or Assistant Director of Athletics, the Campus Counseling Assistant will be notified whether the student may be enrolled in the Off-Campus Physical Education Program. The Counseling Assistant will notify the student and have any necessary changes made to his/her schedule.
5. The Athletics Department will send the Counseling Assistant a copy of the approval along with any videos that were submitted with the application. The videos will then be returned to the student.

**ATTENTION: SEVENTH (7<sup>TH</sup>) - TWELFTH (12<sup>TH</sup>) GRADE STUDENTS**

The Board of Trustees has approved a policy to use off-campus private or commercially sponsored physical activity programs in either Category 1, Category 2, or both as a substitution for physical education courses in accordance with Texas Administrative Code (TAC), Chapter 74, Subchapter F.

Keller ISD offers both:

**Category 1** requires a minimum of fifteen (15) hours per week with highly intense, professionally supervised training. Students qualifying at this level must be performing at/or above a pre-Olympic level and/or a professional level and may be dismissed from one school period per day for such participation.

**Category 2** requires a minimum of ten (10) hours per week with supervision by appropriately trained instructors. Students participating at this level may not be dismissed from any part of the regular school day.

**KELLER ISD GENERAL REQUIREMENTS  
FOR APPROVAL OF  
2023-24 OFF-CAMPUS PHYSICAL EDUCATION APPLICATIONS**

The following is a list of basic requirements that have been established by the Keller Independent School District and the Texas Education Agency. These requirements must be met and maintained to be eligible for participation in the program.

1. The purpose of the program is to accommodate students 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 that is not offered, or given credit for, in the school district.**
2. Off-Campus physical activity programs will be approved for only those students who have been strongly recommended by qualified instructors.
3. Only those students in grades seven (7) through twelve (12) will be eligible for consideration for the off-campus program.
4. Activities such as BALLET, DANCE (MS only), ICE SKATING, EQUESTRIAN, and FENCING are examples of activities that will be considered. **(Only activities not offered and/or given credit for by the school district will be considered)**
5. Students applying for Off-Campus Physical Education will be considered under the following categories:
  - A. *Category One:* These programs involve a minimum of (15) hours per week of highly intense, professionally supervised training. Students qualifying at this level may be dismissed from one school period per day for such participation. Students who qualify for Category One must leave either the first period or the last period of the day open when registering for classes. This category is reserved for only those students that are participating at a level that the District determines to be Olympic and/or professional potential. **Proof of pre-Olympic and or professional caliber must be provided with the application. A video must be submitted on a thumb drive or electronic link to the Counseling Assistant.** Thumb drives will be returned. Students participating at this level may receive a maximum of one half credit per semester (MS) (HS). A total of two credits may be earned (grades 7-8) or up to four credits may be earned toward state high school (grades 9-12) graduation requirements.
  - B. *Category Two:* These programs are to be of high quality, well supervised by appropriately trained instructors and consisting of a minimum of (10) hours per week. Students certified to participate at this level MAY NOT be dismissed from any part of the regular school day. Students participating at this level may receive a maximum of one-half credit per semester. A total of two credits may be earned (grades 7-8) or up to four credits may be earned toward state high school (grades 9-12) graduation requirements.
6. All participation must always be under the direct supervision of the instructor.
7. Students who are participating in the program for physical education credit may not be enrolled in another physical education class or athletics during this time.

8. Students in Category 1 who do not complete the full term of off-campus physical education will not be enrolled back into a class at the home campus until the next semester.
9. Students in Category 1 will not be allowed on campus during their off class period.
10. Students in must maintain the state standard of 90% attendance to earn credit for the outside instruction.
11. The facility will be required to document and certify all efforts to comply with the Texas Essential Knowledge and Skills (TEKS) as they apply to the specific activity being taught.
12. The records concerning daily attendance, grades, records of competition, contest results, etc. must be fully completed and returned to the office manager on the appropriate date.
13. The instructor will be required to provide a grade report to the parent each three (3) weeks and report a final grade at the conclusion of each nine (9) weeks grading period. Failure to provide grading and practice/competition information as requested will result in loss of the waiver and no credit. Students will be awarded a grade of "P" for Pass or "F" Fail at the completion of the semester.
14. The instructor must constantly observe and evaluate the student's attitude, work habits, and progress. If at any time the students fail to maintain this high level of performance, the instructor will be expected to contact the program director and withdraw his recommendation. The student will no longer be considered eligible for the off-campus program.
15. The Keller Independent School District program director will conduct an annual review of the adherence to the initially agreed upon regulations by both the students and the facility. If that review is not satisfactory, the facility's accreditation will be revoked.

If you have any questions or need additional information, please contact the Athletics Office at 817-744-1095.

**For KISD to award credit to the student, the following is required:**

**THE PARENT IS RESPONSIBLE FOR PROVIDING THE 3 WEEK GRADE REPORT TO THE COUNSELING ASSISTANT FOR EACH GRADING PERIOD.**

**FOR THE INSTRUCTOR/SPONSOR**

1. The facility will be required to document and certify all efforts to comply with the Texas Essential Knowledge and Skills (TEKS) as they apply to the specific activity being taught.
2. The records concerning daily attendance, grades, records of competition, contest results, etc. must be fully completed and returned to the office manager on the appropriate date.
3. The instructor will be required to provide a grade report each three (3) weeks and report a final grade at the conclusion of each nine (9) weeks grading period. **Failure to provide grading and practice/competition information as requested will result in loss of the waiver and no credit.**
4. The instructor must constantly observe and evaluate the student's attitude, work habits, and progress. If at any time the student fails to maintain this high level of performance, the instructor will be expected to contact the program director and withdraw his recommendation. The student will no longer be considered eligible for the off-campus program.

	3-week Grade Report	6-week Grade Report	9-week Final Grade
Daily Attendance	_____	_____	_____
Grades	_____	_____	_____
Records of Competition	_____	_____	_____
Contest Results	_____	_____	_____

Student \_\_\_\_\_

School / Grade \_\_\_\_\_

Activity/Sport \_\_\_\_\_

Instructor \_\_\_\_\_

Date \_\_\_\_\_

**KELLER ISD OFF-CAMPUS PHYSICAL EDUCATION APPLICATION  
FOR 2023-24 SCHOOL YEAR ONLY**

**ATTENTION:** In order for this application to be considered for any semester, it must be completed and returned to the Counseling Assistant in the Counseling Office by August 9 for Fall Semester or December 15 for the Spring Semester.

**TO BE COMPLETED BY STUDENT**

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

SEX: M \_\_\_\_\_ F \_\_\_\_\_ GRADE \_\_\_\_\_ STUDENT ID# \_\_\_\_\_  
(2023-24)

PARENT/GUARDIAN \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

I am applying for admission into Off-Campus P.E. for \_\_\_\_\_  
(Activity)

For: Semester 1 \_\_\_\_\_ Semester 2 \_\_\_\_\_ Both Semesters \_\_\_\_\_

Name of Facility \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Instructor \_\_\_\_\_ Home Phone \_\_\_\_\_

**TO BE COMPLETED BY PARENT:**

I have carefully read the guidelines for the Keller Independent School District Off-Campus Physical Education Program and I agree to comply with those regulations. I hereby release the Keller Independent School District, its employees, agents, and Board of Trustees, from all claims or liability in any way attributes 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 school. The Keller Independent School District is not responsible for accident or hospitalization insurance. I understand that the Keller Independent School District has no control over the daily activities of the program, quality of the program, or qualification of the instructor in the program.

My son/daughter \_\_\_\_\_ has my

permission to participate in the Off - Campus Physical Education Program for \_\_\_\_\_  
(Activity)

at \_\_\_\_\_ located at \_\_\_\_\_  
(Name of facility)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent Signature)

**TO BE COMPLETED AND SIGNED BY THE FACILITY INSTRUCTOR**

**TENTATIVE SCHEDULE**

The student must participate in his/her activity, under professional supervision, a minimum of: (A. Category one- 15 hours) or (B. Category Two- 10 hours) each week at one approved agency. The records concerning daily attendance, grades, records of competition, contest results, etc. must be completed and returned to the program coordinator on appropriate dates. The following schedule must be completed and signed by the instructor before the application will be considered. The instructor/facility should notify the Athletics Department at 817-744-1095, if change occurs in the schedule.

For 2023-24 School Year      First Date of Activity \_\_\_\_\_      Last Date of Activity \_\_\_\_\_

	Beginning Time	Ending Time	Activity
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday	_____	_____	_____

**TOTAL HOURS PER WEEK** \_\_\_\_\_

Printed Name of Instructor \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Category 1 waivers only:**

As a qualified professional instructor, your signature verifies the above schedule and recommends this student possesses the ability to potentially develop into an Olympic / professional caliber performer. Please indicate the student's current ability level:

Beginner \_\_\_\_\_ Intermediate \_\_\_\_\_ Expert \_\_\_\_\_ Pre-Professional/Pre-Olympic \_\_\_\_\_

Classification Level, if applicable \_\_\_\_\_ Other \_\_\_\_\_

**TO BE COMPLETED BY CAMPUS OFFICIAL**

The purpose of the Off-Campus Physical Education Program is to accommodate students who are making a serious effort to develop high level capabilities and to allow them to be involved in a program that provides activities not offered on the student's campus. Activities such as ICE SKATING, BALLET, FENCING and EQUESTRIAN are examples that will be considered. The student is taking this course for physical education credit and he/she may not be enrolled in another physical education class or athletics while participating in the Off-Campus Physical Education Program.

**COUNSELING ASSISTANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_ Category 1 \_\_\_\_\_ Video (thumb drive) Enclosed or Email (video file) Category 2 \_\_\_\_\_

\*\*\*\*\* **FOR DISTRICT USE ONLY** \*\*\*\*\*

Date application received: \_\_\_\_\_ Activity **APPROVED** \_\_\_\_\_

**ATHLETICS DEPARTMENT SIGNATURE** \_\_\_\_\_ Date \_\_\_\_\_