Dear Parents, Students, Agencies,

The Midland Independent School District’s (MISD) Off-Campus Physical Education Equivalent Program provides an opportunity for students in grades 7-12 to receive credit for participation in an off-campus, physical education/athletic program. MISD is authorized by the Texas Education Agency (TEA) to substitute participation in private or commercially sponsored athletic/training programs for the MISD state-required high school physical education graduation credit.

Waiver requests will be considered for the MISD state-required high school physical education graduation credit according to the TEA Commissioner’s criteria for Category 1 and Category 2 physical education waivers. Waiver requests must also meet the MISD criteria, which are designed to ensure the safety and well-being of each student seeking a PE waiver. The Physical Education Department will be responsible for supervising the waiver standards to assure that each student receives a quality, off-campus physical education/athletic program. The Physical Education Waiver program is an approved substitution to meet the Physical Education requirements set by MISD and TEA. To assist us in making decisions as to whether a waiver may be granted, MISD will follow the guidelines of TEA 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 substitutes for the physical education high school graduation requirement be “appropriate” for Category 2 and of “exceptional” or “high” quality for Category 1. The term “appropriate,” implies, among other things, that the substitute 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 MISD Physical Education Department must approve the program, agency, and instructor(s) before the student’s application will be approved. A list of approved agencies will be available updated at the end of each school year on the MISD website: http://www.midlandisd.net/. If the agency that you are seeking is not on the approved list, the owner/manager must make an appointment with the MISD Director of Athletics, Physical Education, and Health or their designee prior to Aug 1 of the school year.

Please follow the suggested steps and return the completed packet to the high school counselor on or before September 1 for the fall semester or on or before January 5 for the spring semester. Deadlines will be enforced. Credit will not be granted until all signatures are collected on the required forms.

1. Verify that the student and agency meet all MISD requirements.
2. Verify that the Agency is on the district’s approval list at http://www.midlandisd.net/
3. Parents, student, counselor and approved Agency Instructor must sign and complete their portion of the application.
4. Parents/student must return the completed packet by the deadline dates provided.
5. Parents should call the school counselor after one to two weeks into the school semester to confirm that the off-campus physical education waiver was approved and schedule changes have been made. It is the responsibility of the parent to contact MISD concerning the approval/denial.
6. Attendance and grades must be turned into the student’s counselor at the end of each grading period by the agency. The parent/student will be responsible for confirming the agency reports grades to MISD at the end of each grading period.
7. The instructor will submit a written outline of program objectives and activities to the Director of Athletics, Physical Education, and Health developed from the Texas Essential Knowledge and Skills (TEKS)
8. Off-Campus Physical Education fees must be paid to the MISD by the end of the first week of the semester to partially defray the district’s expense in providing qualified supervision, monitoring of student participation, and maintenance of required records. (The district may waive all or a portion of the fees at the time of registration in cases of proven need.)
The fees are:

Students will pay $75.00 per semester or $100.00 per year.

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.

Sincerely,

Mary Thompson  
Director of Physical Education, Wellness, and Health  
Midland Independent School District  
615 W. Missouri  
Midland, TX 79701  
ph. 432-240-1580  
fax 432-689-1069  
email: mary.higby@midlandisd.net  
website: http://www.midlandisd.net
Student/Parent Requirements

1. All documentation from parents, agency/instructors, and counselors must be submitted by the required deadlines, which are on or before September 1 for the fall semester and on or before January 5 for the spring semester. Delinquent information will result in denial of the waiver request. It will be the responsibility of the parent/student to verify that the agency is reporting grades to MISD. Parents/students are responsible for verifying reported grades at the end of each six weeks by checking student’s report cards. Failure to verify agency grade reporting will result in denied credit.

2. The student must meet all criteria for either Category 1 or Category 2.

3. Students are required to participate at least 15 hours per week for Category 1 and 100 minutes per week of moderate to vigorous physical activity for Category 2 during the school semester. The instructor is responsible for attaching documentation to verify the student’s minutes of participation and attendance for each week of the six-week reporting period. Students must attend at least 90% of the time for each grading period to receive a passing mark.

4. The students’ schedule must be kept up to date and any changes must be reported to the school counselor. This includes any change in instructor or agency.

5. Students in grades 7-12 may receive a maximum of one-half credit per semester. No more than two credits total may be earned through this program toward state high school graduation requirements.

6. Students qualifying and participating in Category 1 may be dismissed from one school period if training for 15 or more hours a week. Students dismissed may not miss any class other than a scheduled physical education class. Junior High students must have special permission to be considered for Category 1.

7. Students may only participate with one agency/instructor at a time. Summer activities will not be counted.

8. Students in Category 2 may not be enrolled in a physical education class and the Off-Campus Physical Education Equivalent program at the same time.

9. Students must complete a required Physical Education Journal with approved topics to show accountability of learned Physical Education Texas Essential Knowledge and Skills (TEKS). These topics will be discussed and assigned by the instructor. Students may be asked to turn in the journal to their counselor, school designee, or Director of Athletics, Physical Education, and Health.

10. Students must participate at the approved agency for the entire semester (18 weeks) or transfer into a general PE class to receive .5 credits for Physical Education.

11. Students certified to participate MAY NOT be dismissed from any part of the regular school day.

12. Grades and attendance for off-campus students must be submitted at the end of each six-week grading period (These grades will be received from the Agency Instructor,) are reported to the appropriate school counselor. It will be the responsibility of the parent/student to verify that the agency is reporting grades to MISD. Grades not reported to MISD will result in denied credit. Parents/students are responsible for verifying reported grades at the end of each six weeks by checking student’s report cards. Failure to complete such responsibilities at the time of enrollment during the off-campus physical education class will result in denied credit.

13. Effective 2010-2011 There are no specific semester designations for physical education substitutions. In order for a student to earn physical education substitution credit, the activity must include a minimum of 100 minutes per five-day school week of moderate to vigorous physical activity. Substitution credit may not be earned for any physical education course more than once, and no more than four substitutions may be earned through any combination of allowable substitutions.

Category 1 – 15 hours or more per week
Category 2 – 5 hours or more per week
Agency/Instructor Requirements

1. The instructor/agency must set up an interview with the Director of Athletics, Physical Education, and Health. If the name of an agency does not appear on the approved list at http://www.midlandisd.net/, participation at that agency will be denied. The agency must provide documentation listed on the Agency Checklist before approval will be granted. The Agency Checklist is provided on the MISD website.

3. Once approved, agencies must attend a mandatory training session prior to being placed on the district approved list.

2. The instructor must be “appropriately trained” for Category 2 or “exceptionally trained” for Category 1 meaning the instructor must provide certification and/or documentation of training and experience in his/her sport or training program.

3. The instructor must provide certification and/or documentation of training and experience in his/her sport or training program, including CPR/AED/FA certification.

4. The instructor/agency must show verification of a criminal background check and fingerprinting.

5. The agency must be located within Midland County unless prior approval is granted.

6. Students must be “well supervised” by the instructor, meaning the instructor must be present at all times during the scheduled activity to provide guidance, instruction, and safety.

7. Instructors must teach and discuss the agreed upon Physical Education TEKS during scheduled practices. The Instructor is responsible for assigning at least one written assignment per week based on the topic of discussion.

8. Instructors must provide the required documentation to the student’s counselor or school designee by the given deadlines for each reporting period (activity log, hours of participation, pass/fail mark).

9. Instructors must notify the school counselor, in writing, if the student chooses to no longer participate in his/her chosen program or is not meeting the 90% attendance requirement per grading period.

10. Instructors must give a mark of “P” for Passing or “F” for Failing each six weeks and turn into the student’s counselor or school designee.

11. Instructors must submit written explanation of grading procedures. Instructor will submit a grade recommendation to the school counselor for each student based on performance and attendance at the end of each six-week grading period.

12. Lost participation time due to inclement weather must be made up during the same week. Alternative instruction inside is acceptable.

The MISD Director of Physical Education, Health and Wellness will grant or deny instructor and agency petitions based on students meeting the set criteria and certification of both the instructor and agency. In addition, agencies must provide clean, safe environments that provide exemplary supervision of the student and/or athlete. The MISD Director of Athletics, Physical Education, and Health or district designee may perform unannounced site visits. The MISD Director of Athletics, Physical Education, or district designee may remove instructors or agencies from the approved list for non-compliance with the terms of this document.
Counselor Responsibilities

1. Provide applications and explain the program, especially student responsibilities, to those students eligible for the program.

2. Check each application returned to verify that it is correctly filled out and completed.

3. Once an application is completed, sign it, have the principal sign it, then send a copy of it to the Director of Athletics, Physical Education, and Health.

4. Explain to the students that they may not have late arrival or early dismissal.

5. Record grades and attendance for off-campus students at the end of each six-week grading period. (These grades will be received from the Agency Instructor.) It will be the responsibility of the parent/student to verify that the agency is reporting grades to MISD. Grades not reported to MISD will result in denied credit. Parents/students are responsible for verifying reported grades at the end of each six weeks by checking student’s report cards. Failure to complete such responsibilities at the time of enrollment during the off-campus physical education class will result in denied credit.
Criteria for the Off-Campus Physical Education Equivalent Program

Students must meet the following criteria to be eligible for the Off-Campus Physical Education Equivalent Program.

**Category 1: Athletic/Training Program for State, National, or Professional Ranking or Olympic Competition.**

- Any athletic/training program that is of higher level than the District can provide.
- The student must participate in the substitute activity that is in congruence with the Physical Education TEKS as closely as possible, if not above and beyond the rigor of the standards (TAC) Chapter 74.
- The student who trains for 15 or more hours per week during the school semester is eligible to miss one school period.
- The student must not miss any class other than a scheduled physical education class (usually the first or last period of the day).
- The student must be training for some type of state, national, or professional ranking, or for Olympic competition.

**Category 2: A Private or Commercially-Sponsored Physical Activity or Training Program**

- The student must participate in the substitute activity that is in congruence with the Physical Education TEKS as closely as possible, if not above and beyond the rigor of the standards (TAC) Chapter 74. Examples of certified activities are the following: swimming, diving, dancing, equestrian riding, ice-skating, gymnastics, cycling, and martial arts.
- Recreation leagues will not be approved.
- The student is required to participate in 5 hours with at least 100 MINUTES OF MODERATE TO VIGOROUS PHYSICAL ACTIVITY per week during the school semester.
- Students participating at this level may not be dismissed from any part of the regular school day.

Agencies available through the Off-Campus Program are as follows:

1. All documentation from parents, agency/instructors, and counselors must be completed and submitted by the required deadlines. Delinquent information will result in denial of the waiver request.
2. Students may only participate with one agency/instructor at a time. Summer activities will not be accepted.