

Facility Qualifications for Off-Campus Physical Education

A facility seeking acceptance must:

Expect and provide Category I Training, which is a minimum of 15 hours per week of highly intensive professional training supervised by the coach.

- **Coaches should be present to supervise all training.**
- Training hours do not include games, performances, competitions, tournaments, or travel time.
- **Use of residential property for OCPE is strictly prohibited.**

Notify the CFISD OCPE Department immediately:

- If a student drops or is removed from your facility program.
- If a student has not fulfilled the 15 hour requirement.
- If there is an injury or illness which affects the 90% attendance rule.

Submit Accurate Reports: Facilities must keep accurate documentation and maintain contact with the parent and OCPE Department.

- Submit an Individualized Training Schedule for each student and update the OCPE Department if there are any changes.
- Keep updated weekly attendance sheets for each CFISD student participating in your program.
- Individualized Training Schedule and Attendance Sheet will be provided to facilities.
(Students will be expected to adhere to the Individualized Training Schedule and "sign in" as the OCPE Department makes unannounced site visits to monitor the program.)
- Turn in grades, conduct and attendance to the CFISD Off-Campus PE Department on time each nine weeks.
- Failure to report grades, conduct and attendance will result in being dropped from the program.
- Parent contact must be made prior to giving a failing grade.
- **Notify the CFISD OCPE Department if a student's grade is in jeopardy.**

Provide an alternate plan for inclement weather (outdoor sports only).

Competition trip absences must be requested and approved 2 weeks prior to the trip. Competition trip request forms will be provided to facilities.

Write a recommendation letter to the CFISD Off-Campus PE Department for each student making application.

- Verify the number of years and number of hours per week they have trained at your facility.
- Verify the level of competition/ranking.
- Verify the number of hours per week the student will be training if accepted into the program.
- This letter should be attached to the student's application, and it should be written on a facility letterhead.

Note: There is a 2 year, 10 hour per week prerequisite in order for a student to qualify for the OCPE program.

Not hold CFISD responsible for any payment of fees.

Not hold CFISD responsible for behavior issues.

Facilities are responsible for adhering to the guidelines found in the Facility Packet provided to each facility annually.

Facilities are contacted to begin the application process only after a student requests the facility on the online student application.

Please contact the Off-Campus PE department at (281) 897-4140 if you need additional information concerning the CFISD Off-Campus PE program.