



**KILLEEN INDEPENDENT SCHOOL DISTRICT REQUEST FOR
PARTICIPATION IN OFF-CAMPUS PHYSICAL EDUCATION
SUBSTITUTION PROGRAM**

PROVIDER INFORMATION/APPLICATION

- Providers must be approved by the Killeen Independent School District. The physical activity program conducted by a private or commercially sponsored provider **must** provide **both** instructional and physical activities. Providers will be expected to have copies of the age/grade appropriate Texas Essential Knowledge and Skills (TEKS) for Physical Education and show evidence of how they are integrated into the instructional activities. Copies of the TEKS may be obtained at the following links:

Middle School

Physical Education Grade 6: [TEKS for GRADE 6](#)

Physical Education Grade 7: [TEKS for GRADE 7](#)

Physical Education Grade 8: [TEKS for GRADE 8](#)

High School

Lifetime Fitness and Wellness Pursuits: [TEKS for Lifetime](#)

Skill-Based Lifetime Activities: [TEKS for Skill-Based](#)

- Providers will supply KISD an instructional overview/syllabus and provide documentation of how age/grade appropriate TEKS will be integrated into instruction.
- A provider, who wishes to be considered by the Killeen Independent School District (KISD) as an Off- Campus Physical Education (OCPE) provider, must complete the Provider Application Form C (OCPE- C). When completed, Form C and overview/syllabus must be submitted for consideration. Completed applications should be emailed to:

District Instructional Specialist
Summer Terrell
summer.terrell@killeenisd.org

- Providers will satisfy any OCPE request by the campus principal, counselor or KISD Central Office.
- Providers must be located within the Central Texas Region
- Providers will supply Killeen Independent School District (KISD) certification and/or documentation of relevant training and experience in his/her program.
- Providers must award a mark of “P” for Passing (90) or “F” for Failing (65) each nine weeks.
- Providers must document attendance for each nine weeks.
- Providers must complete and submit Grade/Attendance Report Form E (OCPE-E) to the student’s counselor **each 3 weeks of the nine-week grading period**. A final Grade/Attendance Report must be submitted by 8:00 am on the last day of the grading period (KISD calendar provided). Reports **may not** be delivered to counselors by students.
- Providers must immediately notify the school counselor if the student stops participating in the program.
- Providers must immediately notify the school and district if the organization moves or discontinues the OCPE activities.
- Providers must notify the school counselor if the student chooses to no longer participate in the OCPE program or has attendance issues that could result in the student not earning credit (i.e. 90% attendance).
- Providers will ensure students are “well supervised” by the instructor; the instructor must be present at all times during the scheduled activity to provide instruction and ensure safety.
- If a grade and/or attendance report is not submitted to the counselor by the designated deadline, a student may lose the opportunity to participate in the program.

- The Killeen Independent School District reserves the right to visit the provider and evaluate the age appropriateness of and level of instruction in the physical education TEKS.
- The Killeen Independent School District reserves the right to remove a provider’s approval if any of the guidelines are not met.
- A student **may not** participate in OCPE program if the activity is offered as part of the KISD curriculum or as a KISD sponsored sport. A high school student could **not** receive OCPE credit for swimming; KISD has a high school swim program. KISD does not have a middle school swim program so a middle school student **could** receive OCPE credit.
- Lost participation time must be completed during the same week.
- **No more than 2 hours** of tournament play or competition may be included in the 5 hours per week participation requirement.
- Students who work at the location in which they are receiving credit for physical education **may not** include work hours to meet participation requirements.
- Applications will be accepted at anytime; however, participation will not begin until the start of the semester following approval.
- In order to receive PE credit, the student must receive no less than five (5) hours per week of intense supervised training and a minimum of eighty (80) hours per semester.
- Students will not receive a numerical grade for physical education; **Pass/Fail only**.
- A failure in the OCPE program **will** have University Interscholastic League (UIL) implications.
- Participation in the OCPE Program **may** have UIL eligibility implications. It is the responsibility of the parent or guardian to contact the University Interscholastic League (UIL) at (512) 471-5883 to determine eligibility status.

I have read and understand all of the responsibilities listed above to qualify for participation in Killeen Independent School District’s Off-Campus Physical Education (OCPE) Program.

Facility Name (Print)	Address, City, State, Zip, Telephone
Facility Director (Print)	Signature
Date Submitted	

Approved
 Not approved
 Reason for denial _____

KISD Representative	Date
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DOCUMENTATION
(Check when on file)

- Documentation that provider is located within Central Texas Region
- Copy of certification and/or documentation of training and experience in his/her sport or training program
- Completed Provider Application
- Overview/Syllabus with TEK correlation