

## **General Information for LISD External Physical Education**

The purpose of the External 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 physical education program that provides training exceeding that which is offered in the school district.

For a private or commercially sponsored physical education program to be approved, the program must meet guidelines set by the Lewisville Independent School District (LISD). Attached you will find a copy of those general guidelines as well as an application form. Credit will only be granted to those students who are participating in a program that is in compliance with these guidelines.

Approved facilities are posted on the LISD website. Golf, swimming and tennis are approved programs at the middle school level only.

In order to ensure compliance with LISD guidelines for External Physical Education, LISD charges a fee to employ personnel to administrate and monitor the approved programs. External Physical Education is not a required program and it must support itself. Please note the fees listed on the application. All fees are non-refundable and due when the application is submitted for approval.

Please read the enclosed guidelines carefully. If you would like your son/daughter to receive credit for physical education through this program, please fill out the application, complete with counselor's signature, instructor's signature and return all paperwork to the LISD Athletic Department.

Applications are due to the athletic department prior to the start of the semester or 9 weeks for which they are applying.

If you need additional information, please feel free to contact your child's school counselor or the External PE Monitor at [mcdonalddd@lisd.net](mailto:mcdonalddd@lisd.net); 469-647-6960.

## **Guidelines for Applying for LISD External Physical Education**

### **1. Two Levels Available**

On the application, please select the level of External PE in which you would like to participate.

- Level I requires a minimum of 15 hours a week; the student misses one period during the school day by arriving late or leaving early to attend the activity.
- Level II is a minimum of 5 hours per week; the student may not be dismissed from any part of the school day.

### **2. Fill Out & Sign All Forms**

- The student, parent/guardian, counselor and facility instructor must completely fill out and sign the appropriate portions of the application, agreement, permission and verification forms. If any portion of the application is incomplete, the form will be returned to the applicant and will delay the process.

### **3. Payment**

- Full payment must be made when the application is turned in to the Athletic Office.

### **4. Review**

- The External PE Monitor will review the information on the application and notify the counselor of approvals into the program.

### **5. Monitored**

- The External PE students, instructor and facility will be monitored during the semester to make sure they are in compliance with TEA and LISD regulations and requirements.

### **6. Grades & Attendance**

- The facility/instructor will forward grades and attendance to the school counselor and PE lead teacher.

### **7. Changes in Schedule**

- The External PE Monitor must first approve all changes in facility or instructor before the change will be effective and credit is earned.
- Any changes in schedule including those due to illness, injury or withdrawal must be reported immediately to the External PE Monitor.

### **8. Time & Travel**

- Time on task equals no less than 15 hours per week (Level I) and 5 hours per week (Level II) under the direct supervision of a coach or professional trainer, not to include actual time in competition, performance, or travel time.
- Parents/Students are responsible for providing transportation to and from the physical activity program.

#### **LISD Contact Information**

- Debra McDonald, External PE Monitor, [mcdonaldddd@lisd.net](mailto:mcdonaldddd@lisd.net); 469-647-6960.
- Please send completed forms and payment to:  
LISD Athletic Office, P. O. Box 217, Lewisville, TX 75067

# Application for External Physical Education Lewisville Independent School District

*To be Completed by Parent/Guardian*  
PLEASE USE BLACK INK

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Sex: M \_\_\_\_\_ F \_\_\_\_\_ Grade: \_\_\_\_\_ Student I.D. \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Counselor: \_\_\_\_\_

Address: \_\_\_\_\_ PE Activity: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent's Email Address: \_\_\_\_\_

**Middle School**

**High School**

I am applying for admission into External PE for:  
**(Place an X next to the semester requested)**

- \_\_\_ Semester I (\$75)
- \_\_\_ Semester II (\$75)
- \_\_\_ All Year (\$150)

- \_\_\_ 1<sup>st</sup> Nine Weeks (\$100)
- \_\_\_ 2<sup>nd</sup> Nine weeks (\$100)
- \_\_\_ 3<sup>rd</sup> Nine Weeks (\$100)
- \_\_\_ 4<sup>th</sup> Nine Weeks (\$100)
- \_\_\_ 18 Weeks (\$150) FALL/SPRING
- \_\_\_ All Year (\$250)

Place an X next to the level you are applying for. Level I \_\_\_\_\_ Level II \_\_\_\_\_

Name of Facility: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Instructor: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

*To be Completed by School Counselor*

This 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 External P.E. program.

Counselor's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT:**

In order for this application to be considered or processed, it must be entirely completed and returned **with the appropriate fee and signatures** to the LISD Athletic Office prior to the semester or 9 weeks for which you are applying. Signatures are needed from the parent/guardian, student, school counselor and instructor before turning in the application.

Address: Lewisville ISD, Athletic Office, P. O. Box 217, Lewisville, TX 75067 Phone: 469-647-6960

## Permission & Verification for LISD External Physical Education

### To be Completed by Parent/Guardian and Student

I have carefully read the guidelines for External Physical Education and I agree to comply with all regulations. I hereby release the Lewisville Independent School District, employees, agents, and Board of Trustees from all claims or 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 facility. The Lewisville Independent School District is not responsible for accident or hospitalization insurance. I understand that the Lewisville Independent School District does not control the daily activities of the program for which I have selected.

My son/daughter, \_\_\_\_\_ has permission to participate in the External Physical Education program for \_\_\_\_\_ at \_\_\_\_\_.  
(Off-campus activity) (Off-campus facility's name)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### To be Completed by the Facility Instructor

The student must participate in his/her activity, under direct supervision of the certified instructor a minimum of 15 hours for Level I or 5 hours for Level II each week at an approved facility. The records concerning daily attendance and grades must be completed each grade period and returned to the student's school for posting. The instructor/facility should notify the **External PE Monitor** if a change occurs in the schedule.

#### TENTATIVE SCHEDULE

	<u>Beginning Time</u>	<u>Ending Time</u>	<u>Total Hours</u>	<u>Activity</u>
<b>MONDAY</b>	_____	_____	_____	_____
<b>TUESDAY</b>	_____	_____	_____	_____
<b>WEDNESDAY</b>	_____	_____	_____	_____
<b>THURSDAY</b>	_____	_____	_____	_____
<b>FRIDAY</b>	_____	_____	_____	_____
<b>SATURDAY</b>	_____	_____	_____	_____
<b>SUNDAY</b>	_____	_____	_____	_____

Your signature verifies that you are a certified professional instructor and that the schedule for the listed student is correct.

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Instructor Agreement for LISD External Physical Education**

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**FACILITY**

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**INSTRUCTOR’S NAME**

**All programs/facilities must submit an application to the Athletic Office for prior approval. All coaches and instructors must complete a criminal background check.** The background check can be completed on the LISD website ([www.lisd.net](http://www.lisd.net)) under the Parents tab through the link to “Volunteer/Apply Now.” This process takes a minimum of 2 weeks and is required every 3 years. You must be an approved facility with instructor background checks to participate in the External PE Program.

As a certified instructor, I am aware of the emphasis on program objectives, grading based on performance and attendance established by public education and the Lewisville Independent School District. I understand the problems inherent in a program such as External Physical Education and the importance of maintaining program integrity. Therefore, I will support the following conditions as an External P.E. instructor:

1. The instructor will adhere to the district’s guideline for attendance and keep an accurate record of the student’s attendance.
2. The instructor must directly supervise the student at all time.  
A minimum of 15 hours for Level I or 5 hours for Level II is required each week.
3. The instructor must ensure that Level I students participate a minimum of four days during the week (Monday – Friday) plus an additional day that may fall on either a weekday or a weekend. For Level II instructors must ensure the student participates a minimum of three days a week with 80 % of hours to be completed Monday-Friday.
4. The instructor will report injuries/illnesses that limit the student’s participation or attendance to the External PE Monitor.
5. The instructor will forward via email a numerical grade recommendation based on student performance and attendance to the student’s school.
6. The facility will submit a written outline of program objectives and activities and allow LISD to complete a background check on the instructor.
7. The instructor will contact the External PE Monitor if the student’s attendance becomes irregular or if they have missed three External PE classes.

I understand that the Lewisville Independent School District is accountable for the participation of each LISD student in the External Physical Education program. I will make every effort to cooperate with the district in their accounting procedures.

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Instructor’s Signature

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Instructor’s Email

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Facility’s Phone

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Date