

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

The purpose of the Lewisville Independent School District (LISD) External Physical Education program is to accommodate students who are making a serious effort to develop higher-level skills allowing them to be involved in a physical education program where training exceeds that offered in our school district.

The External PE program is a partnership between LISD and approved off-campus facilities that provide activities such as: Archery, Badminton, Clay Targets, Dance, Equestrian, Fencing, Gymnastics, Ice Hockey/Dance, Martial Arts, Lacrosse, Rock Climbing and Rowing for 6<sup>th</sup>-12<sup>th</sup> grade students. Baseball, Golf, Softball, Swimming, and Wrestling are approved programs at the middle school level only.

Attached you will find a copy of 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 and codes are posted on the LISD Physical Education website and must be noted on all applications. For a private or commercially sponsored facility to be approved, the program must meet guidelines set by LISD. (See Facility/Instructor Agreement on page 4)

In order to ensure compliance with LISD guidelines for External PE, LISD charges a fee to employ personnel to administrate and monitor the approved programs. External PE 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 for the grading period for which you are applying.**

If you would like your son/daughter to receive credit for physical education through this program, please fill out the application completely and be sure to read the guidelines (page 2) carefully. A complete application must have the student, parent and instructor signatures and the approved facility name/code on the paperwork. **Applications and fees should be submitted to the LISD Special Services Building (SSAB) at 400 W. Main Street, Lewisville, TX 75057.**

**Applications and payments will be accepted at the SSAB on or before the 3<sup>rd</sup> day of the semester or 9 weeks for which the student is applying by 4:30 p.m.**

If you need additional information, please feel free to contact your child's school counselor or the External PE Monitor, Debra McDonald, 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. **(See scheduling requirements on page 3)**
- Level II is a minimum of 5 hours per week; the student may not be dismissed from any part of the school day. **(See scheduling requirements on page 3)**

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

- The student, parent/guardian, 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 registration process. Please see Guideline #7 regarding any changes in approved applications.

### 3. **Payment**

- Full payment is due when the application is turned in to the SSAB. Make checks payable to LISD. Please refer to middle school and high school fees on page 3. If applying for one grading period at a time, you must re-submit a new application with appropriate fees by deadline to be considered for approval in the program.
- **All fees are non-refundable.**

### 4. **Review**

- The External PE Monitor, Debra McDonald, will review the information on the application and notify the counselor of approvals into the program. Students' schedule will not reflect an External PE course until approval notification. See Guideline #7 regarding any schedule changes.

### 5. **Monitored**

- The External PE students, instructor and facility will be monitored during the semester to make sure they are in compliance with Texas Education Agency (TEA) and LISD regulations and requirements. Only LISD approved facilities will be considered for student programs. (See List/Codes on Physical Education Website)

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

- The facility/instructor will forward grades and attendance to the school counselor and PE lead teacher via grade report provided by the External PE Monitor.
- Attendance will be closely monitored and students are expected to make up any absences.
- Any student with three or more absences in a grading period may be removed from the External PE program. Special circumstances may be considered if the External PE Monitor has been notified prior to the student's third absence.

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

- The External PE Monitor, Debra McDonald, must first approve all changes in facility or instructor **BEFORE** the change will be in effect.
- Any changes in schedule, including those due to illness or injury, must be reported to the External PE Monitor and will not take effect until the beginning of the next grading period. Students are required to follow campus policies and guidelines regarding attendance & drop/add from a course.

### 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, [mcdonalddd@lisd.net](mailto:mcdonalddd@lisd.net); (469) 647-6960.

Please send completed forms and payment to: LISD Special Services Admin Building (SSAB)  
400 W. Main St. Lewisville, TX 75057

## Application for External Physical Education

**To Be Completed by Parent/Guardian (PLEASE USE BLACK INK & PRINT)**

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

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

**Parent/Guardian:** \_\_\_\_\_ **Phone :** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

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

**PE Activity:** \_\_\_\_\_ **School Counselor:** \_\_\_\_\_

**Place an X next to the level you are applying for: Level I** \_\_\_\_\_ **(15 hrs.+)** **or Level II** \_\_\_\_\_ **(5+)**

*I am applying for admission into External PE for:*

**(Place an X next to the semester requested)**

**Middle School**

**High School**

\_\_\_\_ Semester I (\$75)

\_\_\_\_ 1<sup>st</sup> Nine Weeks (\$100)

\_\_\_\_ Semester II (\$75)

\_\_\_\_ 2<sup>nd</sup> Nine Weeks (\$100)

\_\_\_\_ **All Year** (\$150)

\_\_\_\_ 3<sup>rd</sup> Nine Weeks (\$100)

\_\_\_\_ 4<sup>th</sup> Nine Weeks (\$100)

\_\_\_\_ 18 Weeks FALL/SPRING (\$150)

\_\_\_\_ **All Year** (\$250)

**FEES ARE NON-REFUNDABLE.**

**Unless approved and paying for **All Year**, student must reapply/pay for each grading period.**

**Name of Facility:** \_\_\_\_\_ **Code #** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

I have carefully read the guidelines for External Physical Education and 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 private/commercial facility. LISD is not responsible for accident or hospitalization insurance. I understand LISD does not control the daily activities of the program for which I have selected.

**Parent Signature:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please submit completed application & fees to:**

Special Services Admin Building (SSAB)  
 400 W. Main Street  
 Lewisville, TX 75057

**For Office Use Only:**

**Date Rec'd:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Pymt:** \_\_\_\_\_

**Facility Activity Verification for LISD External Physical Education**

**CHOOSE --- LEVEL I TENTATIVE SCHEDULE to be completed by the Facility Instructor**

The student, \_\_\_\_\_, must participate a minimum of FIVE DAYS of activity, FOUR of which equal 80% of the hours and needs to be during the school week (Mon-Fri). The additional day may fall on the weekend. Instructor at an approved facility must provide direct supervision of 15 hours or more for Level I students each week. The records concerning daily attendance and grades must be completed each grading period and returned via email to the student's school for posting. The instructor/facility should notify the **External PE Monitor** if a change occurs in the agreed upon daily schedule or student acquires 3 or more absences in a grading period.

	<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 the schedule for the listed student is correct.

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

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**OR --- LEVEL II TENTATIVE SCHEDULE to be completed by the Facility Instructor**

The student, \_\_\_\_\_, must participate a minimum of THREE DAYS of activity, TWO of which equal 80% of the hours and needs to be during the school week (Mon-Fri). The additional day may fall on the weekend. Instructor at an approved facility must provide direct supervision of 5 hours for Level II students each week. The records concerning daily attendance and grades must be completed every grading period and returned via email to the student's school for posting. The instructor/facility should notify the **External PE Monitor** if a change occurs in the agreed upon daily schedule or student acquires 3 or more absences in a grading period.

	<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 the schedule for the listed student is correct.

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

**Instructor Agreement for LISD External Physical Education**

**FACILITY**

**INSTRUCTOR’S NAME**

**All programs/facilities must submit an application to the External PE Monitor by the posted deadline 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 Resource/Parents tab, then to “Volunteer/Apply Now.” This process takes a minimum of two weeks and is required every three years. You must be an approved facility with instructor background check(s) to participate in the LISD 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 PE and the importance of maintaining program integrity. Therefore, I will support the following conditions as an External PE instructor.

**PLEASE INITIAL EACH CONDITION:**

- \_\_\_\_\_ 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. Level I instructors must ensure the student participates a minimum of five days, four days (80% of the hours) are required during the week (Mon – Fri) and the additional day may fall on either a week day or the weekend.
- \_\_\_\_\_ 4. Level II instructors must ensure the student participates a minimum of three days a week with 80% of the hours to be completed during the school week (Mon-Fri).
- \_\_\_\_\_ 5. The instructor will report injuries/illnesses that limit the student’s participation or attendance to the External PE Monitor ([mcdonalddd@lisd.net](mailto:mcdonalddd@lisd.net)).
- \_\_\_\_\_ 6. The instructor will provide a numerical grade recommendation based on student performance. The External PE Monitor will email a digital grade report to the instructor that must be sent via email to student’s school by the grading period deadline. (Grade deadlines are posted on Physical Education website.)
- \_\_\_\_\_ 7. The instructor will contact the External PE Monitor if the student’s attendance becomes irregular or if he/she misses three External PE classes in a grading period. ([mcdonalddd@lisd.net](mailto:mcdonalddd@lisd.net))
- \_\_\_\_\_ 8. The facility will submit a written outline of program objectives and activities and allow LISD to complete a background check on the instructor.

I understand that the Lewisville ISD 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.

Instructor’s Signature

Instructor’s Email

Facility’s Phone

Date