



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**Bernie Mulvaney, CAA**  
DIRECTOR OF ATHLETICS

**DATE:** August 3, 2015  
**TO:** Secondary School Counselors and Registrars  
**FROM:** Bernie Mulvaney  
**SUBJECT:** Off-Campus Physical Education Policy and Process Steps

Enclosed are the forms that you will need to initiate the process for Off-Campus Physical Education for the interested students in your building. The local Board policies that reference this opportunity are enclosed along with the process steps and needed forms. I wanted you to have the packets in your possession in case a parent contacts you over the summer for next school year.

Please remind the students and parents that the process is not complete until my signature is on the bottom of the **APPLICATION FORM OFF-CAMPUS PHYSICAL EDUCATION COMMERCIAL ESTABLISHMENT** and the **OFF-CAMPUS PHYSICAL EDUCATION APPLICATION/PERMISSION FORM PARENT/GUARDIAN**.

Thank you for your assistance with this process. If you have questions, I am available by phone at (281) 420-4680 or I am located in the Service Center, 2200 Market Street.

**Xc:** Secondary Principals  
Dr. Melissa Duarte

Attachments

**GOOSE CREEK C.I.S.D.  
OFF-CAMPUS PHYSICAL EDUCATION  
APPLICATION/PERMISSION FORM  
PARENT/GUARDIAN**

Current School Year \_\_\_\_\_

This will serve as my request that the Goose Creek Consolidated Independent School District grant physical education credit for the (Fall) (Spring) semesters(s) of the 20\_\_ - 20\_\_ school year to my (son) (daughter) currently enrolled in Grade \_\_\_\_\_ at \_\_\_\_\_ School.

My child will be meeting the state and local requirements for physical education at the following commercial establishment:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Please do not assume approval until this form is complete with signature of Goose Creek personnel. My child's instructor will be \_\_\_\_\_. The instructor is aware of this request. I understand that my high school student will receive credits on the basis of one-half credit per semester, and credits earned will depend on the graduation program my child is currently working toward (one and one-half for Recommended and Distinguished Academic Programs and up to two for the Minimum Program). Junior High requirements may also be met through participation in approved off-campus programs. The grade earned will be pass/fail. I have been informed that if for any reason my child does not complete the entire semester, he/she will not receive partial credit. Furthermore, I acknowledge that the Goose Creek Consolidated Independent School District will not provide transportation to or from the establishment, does not endorse any commercial training program, and the approval of this application does not constitute assurance as to the qualifications of the instructors or to the quality and safety of the equipment and facilities.

The undersigned being the parent or legally appointed and qualified guardian of \_\_\_\_\_, a student in the Goose Creek Consolidated Independent School District, does hereby consent to said student participation in this commercial training program. I further agree to hold the Goose Creek CISD, its Board of Trustees, administration, and /or faculty harmless from all liability for any injuries, which said student, may receive while participating in this program or while traveling to and from such program. I also understand that if my child is excused from the first period of the day, arrival time on campus should be within 10 minutes prior to the second period bell; furthermore, if my child is excused the last period of the day, departure time should be within 10 minutes after the tardy bell for the last period class.

Signature of parent/guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_

**GOOSE CREEK CISD ACTION ON REQUEST**  
Yes( ) No( ) *The activity and commercial establishment are on the approved list.*

School Counselor \_\_\_\_\_ School Principal \_\_\_\_\_

Signature of Goose Creek CISD Lead Teacher for Physical Education \_\_\_\_\_

**GOOSE CREEK C.I.S.D.  
APPLICATION FOR OFF-CAMPUS PHYSICAL EDUCATION  
COMMERCIAL ESTABLISHMENT**

Current School Year \_\_\_\_\_

Commercial Establishment \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

Owner or Manager \_\_\_\_\_

Request for (Student's name) \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

After reading the Goose Creek Consolidated Independent School District's Policy regarding Off-Campus Physical Education, the physical education program at this address is qualified as:

- Level 1                       Level 2

This program has been available at this address for \_\_\_\_\_ years.

Fall Semester Dates, from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Spring Semester Dates, from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Instructional Schedule - Day(s) and Time of participation \_\_\_\_\_

Instructor \_\_\_\_\_

Qualifications \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Limit on Death Claim: \_\_\_\_\_

Limit on Personal Injury Claim: \_\_\_\_\_

I understand that it is the responsibility of this commercial establishment to maintain the physical education programs as described above and to provide the Goose Creek CISD with all necessary information regarding the program. Any changes in the program, student's enrollment, and/or attendance must be provided to the Goose Creek CISD within three weeks of said changes or establishment will be dropped from approved list.

Signature \_\_\_\_\_

Date \_\_\_\_\_

RETURN FORM TO CAMPUS COUNSELOR

08/2014

**PARENT/GUARDIAN  
SECONDARY SCHOOL  
OFF-CAMPUS PHYSICAL EDUCATION  
PROCESS STEPS**

**STEPS FOR THE PARENT/GUARDIAN:**

1. The parent/guardian will initiate this process by requesting their child be given physical education credit for involvement in an off-campus program.
2. Parent/Guardian will obtain the needed forms and information sheets from the counselor and take them to the commercial establishment:

FORMS: GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS  
PHYSICAL EDUCATION COMMERCIAL  
ESTABLISHMENT

GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL  
EDUCATION STUDENT REPORT ATTENDANCE/GRADE

INFO: EIF (LEGAL)  
EIF (LOCAL)

SCHOOL CALENDAR

SECONDARY SCHOOL ADDRESS LIST

3. Parent/Guardian may be asked to return the GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS PHYSICAL EDUCATION COMMERCIAL ESTABLISHMENT form to the counselor. At that time, the counselor will send it to the Director of Athletics/Physical Education for processing.
4. Parent/Guardian will fill out and sign the GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION APPLICATION/PERMISSION FORM PARENT/GUARDIAN and return it to the counselor. This form is complete when all necessary signatures are on it. One copy will be kept in the student's cumulative folder on campus and one copy will be sent to the Director of Athletics/Physical Education.

In addition to the PERMISSION FORM, the parent/guardian should receive a copy of the EIF (LEGAL) and EIF (LOCAL) policies from the counselor.

5. Parent/Guardian must notify the counselor of changes in location, instruction, time, etc. for their child.

**COMMERCIAL ESTABLISHMENT  
SECONDARY SCHOOL  
OFF-CAMPUS PHYSICAL EDUCATION  
FORMS**

**FORMS FOR THE COMMERCIAL ESTABLISHMENT:**

**FORM: GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS PHYSICAL EDUCATION COMMERCIAL ESTABLISHMENT -**  
*This form must be given to the commercial establishment to begin the process. Once they have completed the form, it is returned to the Director of Athletics/Physical Education. After Director of Athletics/Physical Education has done the necessary background work needed for approval, the establishment will be added to the approved list of commercial establishments for Off-Campus Physical Education. At that time, the Director of Athletics/Physical Education will sign the GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION APPLICATION/PERMISSION FORM PARENT/GUARDIAN.*

**EIF (LEGAL)**

**EIF (LOCAL)**

*These policies need to be given to the commercial establishment so that they can indicate which Level: 1 or 2 that they are applying for approval.*

**FORM: GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION STUDENT REPORT ATTENDANCE/GRADE -**  
*This form must be given to the commercial establishment and returned to the campus for record keeping of the student's progress and attendance.*

**SCHOOL CALENDAR -**

*This needs to be given to the commercial establishment for reporting progress and attendance at the completion of each semester.*

**SECONDARY SCHOOL ADDRESS LIST -**

*Forms could be mailed or hand delivered. The address list should be provided.*

**PARENT/GUARDIAN  
SECONDARY SCHOOL  
OFF-CAMPUS PHYSICAL EDUCATION  
FORMS**

**FORMS FOR THE PARENT/GUARDIAN:**

**FORM:**        **GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION  
APPLICATION/PERMISSION FORM PARENT/GUARDIAN -**  
*This form must be filled out by the parent, signed by the Director of  
Athletics/Physical Education and kept on file in two places (one copy on the  
campus and one copy to the Director of Athletics/Physical Education at the  
Service Center.*

**EIF (LEGAL)**

**EIF (LOCAL)**

*These policies need to be given to the parent/guardian so that they can be  
knowledgeable of the level of program their child will be enrolled.*

**COUNSELOR  
SECONDARY SCHOOL  
OFF-CAMPUS PHYSICAL EDUCATION  
PROCESS STEPS**

**STEPS FOR THE COUNSELOR:**

1. When a request is initiated by a parent/guardian of a student, give the necessary forms to the parent:

FORMS: GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS  
PHYSICAL EDUCATION COMMERCIAL  
ESTABLISHMENT

GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL  
EDUCATION STUDENT REPORT ATTENDANCE/GRADE

GOOSE CREEK C.I.S.D. OFF -CAMPUS PHYSICAL  
EDUCATION APPLICATION/PERMISSION FORM  
PARENT/GUARDIAN

INFO: EIF (LEGAL) (2 copies)  
EIF (LOCAL) (2 copies)

SCHOOL CALENDAR

SECONDARY SCHOOL ADDRESS LIST

2. If the parent returns the GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS PHYSICAL EDUCATION COMMERCIAL ESTABLISHMENT form to your office, promptly send it through school mail to: Bernie Mulvaney, Director of Athletics/Physical Education, Service Center.
3. Once the Director of Athletics/Physical Education has done the necessary background work on needed for approval or non-approval for the commercial establishment, the Director will contact the counselor and sign the GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION APPLICATION/PERMISSION FORM PARENT/GUARDIAN.
4. After all necessary signatures are on the GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION APPLICATION/PERMISSION FORM PARENT/GUARDIAN, make a copy. Retain one copy of the form in the student's file on campus and mail the other copy through school mail to Director of Athletics/Physical Education (see address above).
5. When the commercial establishment sends the GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS PHYSICAL EDUCATION STUDENT REPORT ATTENDANCE/GRADE form to the campus; please make sure it is filed with the Registrar's office on your campus.

**COMMERCIAL ESTABLISHMENT  
SECONDARY SCHOOL  
OFF-CAMPUS PHYSICAL EDUCATION  
PROCESS STEPS**

**STEPS FOR THE COMMERCIAL ESTABLISHMENT:**

1. Review all forms submitted to them by GCCISD through the parent/guardian.

FORMS: GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS  
PHYSICAL EDUCATION COMMERCIAL  
ESTABLISHMENT

GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL  
EDUCATION STUDENT REPORT ATTENDANCE/GRADE

INFO: EIF (LEGAL)  
EIF (LOCAL)

SCHOOL CALENDAR

SECONDARY SCHOOL ADDRESS LIST

2. Fill out the GOOSE CREEK C.I.S.D. APPLICATION FOR OFF-CAMPUS  
PHYSICAL EDUCATION COMMERCIAL ESTABLISHMENT form and  
return it to the Director of Athletics/Physical Education in Goose Creek:

Bernie Mulvaney  
2200 Market Street  
Baytown, TX 77520

Note - The commercial establishment may also send this paper work with a parent back to the counselor and the counselor will sent it to the Director of Athletics/Physical Education.

3. The commercial establishment will have knowledge of approval when the GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION PERMISSION FORM is complete with the signature of the Director of Athletics/Physical Education on it.
4. The commercial establishment is responsible for filling out and returning the GOOSE CREEK C.I.S.D. OFF-CAMPUS PHYSICAL EDUCATION STUDENT REPORT ATTENDANCE/GRADE form, within two weeks after the completion of each semester. This form can be sent directly to the school counselor or registrar. This is why we have provided a school calendar and address list.