

Diplomas

All diplomas, without exception, will be issued in the legal name of the recipient. All permanent records will be corrected to correspond to the legal name so that there will be no confusion by having the diploma issued under one name and the permanent record under another name. The permanent record will be changed, if necessary, upon marriage to conform to the selected legal name. This same rule will apply to students who have their names legally changed by the courts.

The summer school principals will be administratively in charge of all students and of the schools, but the diplomas will come to the students from their home schools. The summer school principal will arrange for the principal of the high school granting the diploma to sign summer school diplomas. Likewise, nonresident students will have their diplomas issued by and over the signature of their home district. Each high school principal or an assistant principal will attend summer graduation in the school where his or her students are graduating.

After a diploma has been processed and it is discovered the wrong name has been willfully given by the graduating student, there will be a \$10 fee for printing the second diploma with the correction. Should a graduate of a District high school misplace his or her diploma and desire a duplicate copy, the following procedures will be followed:

1. A written request for a duplicate diploma will be made to the executive director of Board Services at the central administration building.
2. The written request for the duplicate diploma must include the name of the student as shown on the original diploma, the name of the school, the year the student graduated, and any other pertinent information. A \$10 fee will be enclosed with the request.
3. The duplicate diploma, when processed (allow two weeks) will be picked up by former students living within the District. Duplicate diplomas will be mailed to addresses outside the District.

Off-Campus Physical Education Program Guidelines

General Requirements

The following is a list of basic requirements that has been established by the District and the Texas Education Agency. These requirements must be met and maintained for participation in the off-campus physical education program.

1. The purpose of this program is to accommodate students who are making a serious effort to develop Olympic-level participation and to allow them to be involved in an off-campus pro-

gram that provides training exceeding that offered in the District.

2. Off-campus physical activity programs will be approved only for those students who have been strongly recommended by qualified instructors. [See EIF(EXHIBIT)]
3. No off-campus program will be allowed if located more than 15 miles from the District.
4. Only those students in grades 9–12 will be eligible for consideration for the off-campus program. No students in elementary or middle school will be considered for the off-campus program.
5. Only those students involved in activities that are not UIL competitive sports offered by the District will be considered.
6. Students applying for off-campus physical education will be considered from two categories:
 - Category One: These programs involve a minimum of 15 hours per week of highly intense, professionally supervised training. Students qualifying at this level may be dismissed from the school the last period of the day or zero hour before or after school for such participation. Competition and practice meets are not considered a part of the 15 required practice hours. Students participating at this level may receive a maximum of one-half credit per semester. A total of one and one-half credits may be earned toward state high school graduation requirements. [See EIF(LEGAL) and (LOCAL)]
 - Category Two: These programs are to be of high quality, well-supervised by appropriately trained instructors and consisting of a minimum of **five** hours per week. Students certified to participate at this level may not be dismissed from any part of the regular school day. Students participating at this level may receive a maximum of one-half credit per semester. A total of one and one-half credits may be earned toward state high school graduation requirements. [See EIF(LEGAL) and (LOCAL)]
7. The student must participate a minimum of four days during the week (Monday–Friday) plus an additional day that may fall on either the weekend or during the week. All such participation must always be under the direct supervision of the instructor.

8. At the beginning of each new school year, the District program director and facility administrator or instructor may meet for the purpose of establishing a full understanding of all conditions involved. This meeting may take place prior to any decision for program accreditation. The instructor will provide the off-campus physical education director with his or her credentials, practice dates, competition schedules, and the required student records. At the end of each six weeks, documentation of daily student attendance, six-week grades, and competition results will be due to the off-campus physical education counselor and director. The instructor will be required to document compliance with the Texas Essential Knowledge and Skills (TEKS) as they apply to the specific activity being taught.
9. The instructor must constantly observe and evaluate the student's attitude, work habits, and progress. If at any time the student fails to maintain this high level of performance, the instructor will be expected to contact the program director and withdraw his or her recommendation. The student will no longer be considered eligible for the off-campus program.

Application
Procedure

The application includes the:

- Area to be completed by the student [see EIF(EXHIBIT D)];
- Area for signature of counselor and principal [see EIF(EXHIBIT D)];
- Area to be completed and signed by the parent/guardian and student [see EIF(EXHIBIT D)];
- Area to be completed and signed by the instructor [see EIF(EXHIBIT D)]; and
- Off-Campus Physical Education Program Six-Week Report [see EIF(EXHIBIT E)].

Procedures

The following are the procedures:

1. The student obtains an application in the counselor's office. [See EIF(EXHIBIT)]
2. The counselor and principal must sign the application form.
3. Upon completion, the application and fee (check or money order) are mailed to:

Director, Urban School Wellness Department (399)
Dallas Independent School District
2909 N. Buckner Blvd.
Dallas, TX 75228

4. After the application is reviewed, a confirmation letter will be sent to the parent. A report will be sent to all counselors listing all approved off-campus physical education students. At that time, the counselor will put off-campus physical education on the student's schedule.
5. Off-campus physical education will not be on the student's schedule until approval by the District's Urban School Wellness Department.
6. Parents and students need to confirm that off-campus physical education is on the student's schedule at the beginning of each semester and that a grade is being recorded for each six weeks.
7. A new off-campus physical education application must be submitted each school year.

Fees

The participation fee of \$125 per semester or \$200 for both semesters is required to be paid in full at the time of application. This fee includes a nonrefundable registration fee of \$50 per student. Checks are made payable to the **Dallas Independent School District**. Mail the completed application and fee (check or money order made payable to the District) to:

Director of the Urban School Wellness Department (399)
Dallas Independent School District
2909 N. Buckner Blvd.
Dallas, TX 75228

Frequently Asked
Questions

Q: What are the qualified activities open for off-campus physical education?

A: A current list of District approved activities and providers, which has been submitted to TEA for approval, is available through the Urban School Wellness Department.

Q: Why is there a cost for off-campus education?

A: This program is optional to students in the District and the fee is to offset the cost associated with administering the program.

Q: How many days a week must a student be enrolled in the qualified activity?

A: A student must be enrolled in his or her supervised activity for five days a week. The student must participate a minimum of four days during the week (Monday–Friday) plus one additional day that may fall on either the weekend or during the week for a total of five days per week.

Q: How many hours must a student be in practice every day?

A: The number of hours must add up to five or 15 hours, depending on the requested category. The number of hours must be spread over five days a week. The student must participate a minimum of four days during the week (Monday–Friday) plus one additional day that may fall on either the weekend or during the week for a total of five days per week.

Q: May an elementary or middle school student be enrolled in off-campus physical education?

A: No, the program is only open to students in grades 9–12.

Q: Who changes the student's schedule to reflect off-campus physical education?

A: After the application is approved by the Urban School Wellness Department, the counselor at the student's home campus will change his or her schedule to reflect off-campus physical education.

**Athletics / Physical
Education
Substitution
Guidelines**

The following are requirements that must be met and maintained for participation in athletics as a substitution for the required physical education credit:

1. The student must participate in at least 100 minutes per five-day school week of moderate to vigorous physical activity. [See EIF(LEGAL)]
2. Students in grades 9–12 may earn a physical education credit by participating in the athletic period at their home school even though they are enrolled at another school that does not offer athletics.
3. A student who participates in a lifetime sport at either a campus that does not have athletics or a comprehensive high school may earn an athletic participation/physical education substitution credit if his or her home attendance school does not offer one of these sports as an athletic period as long as the student is participating in practice before or after school the entire year at the home attendance school. These sports are year-round sports and have no practice limitations before or after school.
4. The student must be enrolled in physical education substitution class at his or her enrolled school at a time when the student can attend a corresponding athletic class at his or her home attendance school.

5. The student must complete the entire semester or sport to earn credit.
6. The student, even after the UIL certification deadline, must continue to attend the athletic period or sport at his or her home school to receive credit.
7. At any time should the student not meet the standards to remain a member of the UIL team, the student will be dismissed from the athletic PE substitution class and must return to his or her enrolled school to obtain physical education credit.
8. The student, parent, and UIL coach must complete all the necessary required documents in Exhibit I prior to being considered for the Athletic Participation/Physical Education Substitute.

The application includes the:

- Area to be completed by the student [see EIF(EXHIBIT I)];
- Area for signature of counselor, principal, and UIL coach [see EIF(EXHIBIT I)];
- Area to be completed and signed by the parent/guardian and student [see EIF(EXHIBIT I)];
- Area to be completed and signed by the UIL Coach [see EIF(EXHIBIT I)]; and
- Athletic Participation/Physical Education Substitution Program Six-Week Report [see EIF(EXHIBIT I)].

Application
Procedures for
Athletic Substitution
Credit

The following are the procedures:

1. The student obtains an application in the counselor's office. [See EIF(EXHIBIT)]
2. The counselor, principal, and athletic coach must sign the application form.
3. Upon completion, the application and UIL schedule are mailed or e-mailed to the following: Executive Director, Athletic Department to the department's physical or [e-mail address](#)¹.
4. After the application is reviewed, a confirmation letter will be sent to the parents. A report will be sent to all counselors listing all approved athletic substitution physical education students. At that time, the counselor will input if necessary athletic physical education substitute on the student's schedule.

5. Athletic physical education substitution will not be on the student's schedule until approval by the District's athletic department.
6. Parents and students must confirm that at the beginning of each semester and that a grade is being recorded for each six weeks.
7. A new Athletic Participation/Physical Education Substitution application must be submitted each school semester.

**Adoption or Last
Amended Date**

This regulation was last adopted or amended on December 18, 2017.

¹ Athletic Department E-mail Address: notifyathletics@dallasisd.org