
GUIDE FOR TRANSFER STUDENTS

Highland Park High School

4220 Emerson Avenue
Dallas, TX 75205
214.780.3700
hs.hpisd.org

SCHOOL LEADERSHIP

Administrative Team

Principal	Walter Kelly	kellyw@hpsid.org
Associate Principal	Dr. Erica Redman	redmane@hpsid.org
Assistant Principal A – E	Dr. Kelly Moeller	moellek@hpsid.org
Assistant Principal F – Le	Dr. Ken Fox	foxk@hpsid.org
Assistant Principal Lf – Ru	Katie Mottram	mottrak@hpsid.org
Assistant Principal S – Z	Troy Gray	grayt@hpsid.org

Counseling Team

Lead Counselor	Mindy McMinn	mcmminm@hpsid.org
Personal Counselor	Dr. Candice Conner	connerc@hpsid.org
Counselor A - Conk	Dr. Thiago Oliveira	oliveit@hpsid.org
Counselor Conl - Gri	Jon Mamula	mamulaj@hpsid.org
Counselor Gro - Kor	Stacey McNeely	mcneels@hpsid.org
Counselor Kos - Mor	Carolyn James	jamesc@hpsid.org
Counselor Mos - Sche	Ronny Winford	winforr@hpsid.org
Counselor Schi - Was	Taryn Knott	knottt@hpsid.org
Counselor Wat-Z	Mindy McMinn	mcmminm@hpsid.org

GRADUATION REQUIREMENTS

To receive a diploma and to participate in graduation ceremonies, the student must:

- Complete one of the Highland Park High School graduation programs
- Complete at least 50 hours of community service
- Meet passing requirements on the State of Texas Assessments.

The five assessments under HB 5 include Algebra I, English I (reading/writing), English II (reading/writing), biology, and U.S. History.

For information about the Foundation program, Endorsements, Distinguished Level of Achievement, and HPSID Distinguished Level of Achievement for students entering high school in 2014-2015 and beyond, please see p. 9 and Appendix A of the HPHS [Academic Planning Guide](#).

Community Service Requirements

All students are required to complete 50 hours of community service in order to graduate from Highland Park High School. In order to maximize student learning and community benefits, it is recommended that students complete 7 hours each of their first two semesters in attendance and 6 hours each semester thereafter to complete the minimum 50 hour requirement. Total hours recommended for completion by the end of each year are: Freshman 14, Sophomore 26, Junior 38, and Senior 50. Students are permitted to work on this requirement during the summer. Students may not receive credit for service hours completed prior to their enrollment as a student at Highland Park High School.

Transfer students will be required to complete hours based on amount of time at HPHS, which will equate to 50 hours minus 6 hours for each semester not at HPHS. Entering freshmen may start work on their service hours beginning in June, after successful completion of the 8th grade. Senior service hours must be submitted by 11:59 pm April 30 of their graduation year to reduce the risk of not graduating.

Community Service Requirements for Transfer Students:

Grade	Enrolled 1 st Semester	Enrolled 2 nd Semester
Freshman	Must complete 50 hours	Must complete 44 hours
Sophomore	Must complete 38 hours	Must complete 32 hours
Junior	Must complete 26 hours	Must complete 20 hours
Senior	Must complete 14 hours	Must complete 8 hours

Service hours must be recorded on the [HPHSCSC website](http://www.hphscsc.org), www.hphscsc.org, or the [CSC database](http://www.myx2vol.com) at www.myx2vol.com within two months after the completion of the project or activity in order to receive credit. The only exception to this rule is for hours completed between June 1 and the start of school. These hours must be submitted on to the CSC website by 11:59pm the last Friday of October.

GRADES

Grade Classification

Students are eligible to enter the 9th grade when they have successfully completed the 8th grade. Grade year classification is based on a minimum number of accumulated units of credit as follows:

Sophomore--6

Junior--12

Senior—15

Grade Point Averages (GPAs)

Grade point averages are calculated each semester to the third decimal place. At the end of the first semester of the sophomore year and every semester thereafter, the weighted grade point average representing the 10th percentile in a class will be reported to that class. The cumulative grade point average is computed on the basis of final semester grades from the ninth grade through the twelfth. Transfer grades from accredited schools that students new to HPISD have previously attended will be calculated into the grade point average in accordance with HPISD Board Policy [EIC\(LOCAL\)](#).

Grades earned from non-accredited schools are not transferable. Credits may be earned by meeting the required standard of mastery with prior instruction through credit by examination (CBE) to replace transfer credits from non-accredited institutions. Grades earned through CBEs, to replace transfer credits from non-accredited institutions, will be calculated into the grade point average.

Grade Point System

Numeric Value	*Category I	**Category II	***Category III
97-above	5	4.5	4
93-96	4.8	4.3	3.8
90-92	4.6	4.1	3.6
87-89	4.4	3.9	3.4
83-86	4.2	3.7	3.2
80-82	4.0	3.5	3.0
77-79	3.8	3.3	2.8
73-76	3.6	3.1	2.6
71-72	3.4	2.9	2.4
70	3.0	2.5	2.0
60-69	1.0	1.0	1.0
Below 60	0.0	0.0	0.0

* Category I: AP courses and courses that require AP pre-requisite

** Category II: Pre-AP, Honors, & TAG courses

*** Category III: All other courses

For additional information concerning the HPHS Grade Point System and the characteristics of Category I, II, & III courses, please see the HPHS Academic Planning Guide (APG) and HPISD Board Policy [EIC\(LOCAL\)](#).

Class Rank

A student's class rank will not be calculated or reported except for the top 10 percent of a given class. Class rank will not appear on any student's transcript. A student in the top 10 percent will receive from the District a Certification of Class Rank containing the student's numerical class rank, but the class rank will not appear on the student's transcript. When the District provides the transcript of a student in the top 10 percent to a college, it will also provide the Certification of Class Rank.

The class rank will first be provided to the students in the top 10 percent of the class in the fall of their senior year. In the case of a tie for the top 10 percent, grade point averages shall be calculated to the number of decimal places necessary to break the tie. Final senior ranking will be determined at the end of the student's senior year.

Honor Graduates

Honors at graduation include the following:

Valedictorian*

Salutatorian*

Top Ten Graduates**

Summa Cum Laude***

Magna Cum Laude***

Cum Laude***

*The valedictorian and salutatorian will be the two students with the highest and second highest weighted grade point averages who have been enrolled in the District continuously for all four years of high school.

** The Top Ten graduates will be the senior students with the ten highest weighted grade point averages whether or not they have been continuously enrolled in the District throughout high school.

*** Summa Cum Laude, Magna Cum Laude and Cum Laude honors will be based on achieving the following weighted grade point average thresholds [EIC \(Regulation\)](#):

- Summa Cum Laude: 4.400
- Magna Cum Laude: 4.250
- Cum Laude: 4.150

Grade Reports

Grade reports will be distributed online via [Skyward Family/Student Access](#) at the close of each six weeks period with numeric grades of 70 to 100 used to indicate the quality of passing work. Grades below 70 indicate failure. The grades of three six weeks periods are averaged with the semester examination grade to constitute the semester average. Each grading period will be one-fourth of the semester grade, and the final exam will count as one-fourth.

Progress Reports

Progress reports also will be distributed online via [Skyward Family/Student Access](#) during the fourth week of each grading period. While these reports usually carry an approximate grade average, their primary purpose is to give the impressions of teachers as to specific attitudes, weaknesses, and strengths, scholastic or otherwise, which may influence a student's progress. It may be possible for a pupil to be passing at the end of the three weeks period and not be passing at the end of the six weeks.

Course Credit

One-half (.5) unit of credit will be given for successful completion of a course each semester. To successfully complete a course, a student must maintain a grade average of at least 70 on a scale of 100 and fulfill attendance requirements as specified by the state of Texas.

Credit for Year-long Courses

A student may earn a full credit (1.0) for a year-long course by:

- Earning a grade of 70 or above for each semester, or
- Passing the second semester of the course and earning a 70 or above when the first and second semester grades are averaged. In this case, each semester grade and the final average grade will appear on the student transcript.

TRANSFER POLICIES

Evaluation of Credits

Highland Park High School accepts credits from any public high school accredited in the State of Texas. Credits from high schools outside the State of Texas will be evaluated according to State and local graduation guidelines in HPISD Board Policy [FDA \(LEGAL\)](#).

Transfer students who enroll after the beginning of the semester will be expected to meet Highland Park standards and requirements from the day of enrollment, including the final examination.

Transcript Evaluation

An unofficial evaluation of student withdrawal records will be completed at the time of enrollment in order to select courses for the student.

Once the **official transcript** has been received directly from an accredited institution, that document will be reviewed for the verification and transfer of credits and grades to the HPHS transcript.

- Accredited Schools: Transfer grades earned in courses taken at an accredited school will be awarded credit and credits will be calculated into the student's grade point average, in accordance with HPISD Board Policy [EIC \(Local\)](#).
 - Courses for which a passing grade has been earned may not be repeated for credit or GPA purposes. A student is ineligible to take an exam for acceleration if a passing grade has already been earned whether in a class or through credit by examination EHDC(REGULATION)
- Non-Accredited Schools: Transfer grades earned from non-accredited schools will not be transferable for credit.
- Credit for courses taken in a non-accredited school may be earned by meeting the required standard of mastery with prior instruction through credit by examination.
- Grades earned through credit by examination for the purpose of verifying transfer credit will be calculated into a student's GPA.
- High school courses offered and passed at middle school or passed through credit by examination without prior instruction will not count toward the GPA but will appear on the student's transcript, in accordance with law EHDC (REGULATION).
- The grade awarded through a credit by examination without prior instruction will appear on the student's transcript and will be assigned grade points in accordance with HPISD Board Policy EIC (LOCAL).

Grade points will be assigned to numerical grades utilizing the HPISD Grade Point System. Letter grades will be assigned a numerical value utilizing a numerical conversion scale and grade points will be assigned to the converted numerical grade utilizing the HPISD Grade Point System. Courses must be designated as Honors or Pre-AP on the transcript in order to receive Category II grade points. Courses must be designated as AP on the transcript in order to receive Category I grade points. HPHS will only award Category I and Category II grade points for courses that are offered at HPHS as Honors, Pre-AP or AP. High school credits earned in middle school must be indicated on the official transcript.

Numerical Conversion Scale

A+	98
A	95
A-	91
B+	88
B	85
B-	81
C+	78
C	75
C-	71
D	65

Transfers/Changes in Residency

Nonresident students will not be permitted to attend HPISD schools, with the following exceptions:

- Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the grading period. Resident students in grade 12 who become nonresidents after the first six weeks of the senior year and attended HPHS the entire junior year before will be permitted to continue in attendance for the remainder of the school year. For additional information see HPISD Board Policy [FDA \(LOCAL\)](#) and FDA (REGULATION).
- If a resident student temporarily becomes a nonresident student because of the renovation or construction of a residence within the District, he or she shall be permitted to continue in attendance at the student's school tuition-free for the remainder of the school year, when approved and in accordance with the procedures and requirements in HPISD Board Policy [FDA \(LOCAL\)](#).
- Under limited circumstances, a nonresident student who is in the process of becoming a resident student shall be permitted to enroll in a District school when approved and in accordance with the procedures and requirements in HPISD Board Policy [FDA \(LOCAL\)](#).

Eligibility for Commencement Exercises

To be eligible to participate in the May graduation exercises, seniors must:

1. Have completed all state and local graduation requirements (credits, state-mandated assessments, and service hours);
2. Have been enrolled at Highland Park the entire second semester of their senior year;
3. Have no obligations for school-issued property, materials, or fees.

Exception: Fifth-year students who have completed all graduation requirements by the end of the first semester need not be enrolled for the second semester.

Senior Year Transfers from Other Schools

A student transferring to HPHS from another school at the beginning of or during the first semester of the senior year will be expected to meet all HPHS graduation requirements.

ADDITIONAL INFORMATION FOR NEW STUDENTS

HPISD Athletics - <http://www.hpisd.org/Departments/Athletics.aspx>

HPISD Talented and Gifted program - <http://www.hpisd.org/Departments/TalentedandGifted.aspx>

HPHS Academic Planning Guide - <http://hs.hpisd.org/Portals/0/Departments/Counseling/APG201617.pdf>

HPHS Clubs and Organizations - <http://hs.hpisd.org/Departments/Extracurriculars.aspx>

HPHS *Kiltie* - <http://hs.hpisd.org/Portals/0/Highland%20Park%20Docs/Kiltie%202015-2016%20final.pdf>