Required Notification Regarding Algebra II

In accordance with law, not later than September 1 of each year, the District will notify by regular mail or email the parents of or person standing in parental relation to each student enrolled in grade 9 or above that a student is not required to complete Algebra II to graduate under the foundation high school program.

[Information and sample language addressing the Required Notification Regarding Algebra II[1] are posted on TEA's website.]

Note: Information and an opt-out form addressing the financial aid requirement[2] are posted on TEA's website.

Student Aid Application

In accordance with law, each student prior to graduation will complete and submit a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA).

Note to administrator: The provisions below only need to be used if the Board approves local alternative graduation requirements differing from those in state rule for an eligible individual who entered grade 9 before the 2011–12 school year to be awarded a high school diploma.

Alternative Local Graduation Requirements for Certain Individuals

An individual who entered grade 9 before the 2011–12 school year and meets the requirements of Education Code 28.02541(a) [see EIF(LEGAL)] may be awarded a high school diploma if a local graduation committee determines that the individual has demonstrated proficiency in the content areas related to the assessments on which the individual has not performed satisfactorily.

Local Graduation Committee

The local graduation committee for an eligible individual will consist of the following:

1. The principal or designee, counselor, teacher, special educator as applicable;
2. A representative of the District with knowledge of the assessments on which the individual has not performed satisfactorily and the subject areas covered by such assessments; and
3. The individual seeking graduation under these provisions.

Alternative Requirements

To be eligible to graduate and receive a high school diploma under these provisions, an eligible individual must demonstrate proficiency to the satisfaction of the local graduation committee in the content areas related to the assessments on which the individual has not performed satisfactorily.

As approved by resolution of the Board, proficiency must be established through one or more of the following factors:

1. The individual's grade in each course in the subject areas applicable to the assessments on which the individual has not performed satisfactorily;
2. The individual's score on each assessment instrument on which the individual has failed to perform satisfactorily;
3. The individual's performance on any projects or work samples in the subject areas applicable to the assessments on which the individual has not performed satisfactorily (including any projects or work samples identified and assigned by the local graduation committee to be completed by the individual);
4. The individual's participation in offered remediation;
5. The individual's school attendance rate;
6. The individual's transcript of course work;
7. The individual's completion of career and technical education (CTE) program courses; or
8. Any other academic, work, or life experience determined to be relevant by the local graduation committee.

Finality of Decision

The decision of the local graduation committee regarding whether an individual qualifies to graduate and receive a high school diploma is final and may not be appealed. The decision of the local graduation committee must be unanimous in order for the individual to be eligible to receive a diploma.

Physical Education Credit

A student may earn 1 credit of physical education per academic year for physical education/athletics, including Off-Campus Physical Activity (OCPA), toward the 26 required credits for graduation. All physical education/athletics courses, including courses taken off-campus for physical education credit, will be used in the calculation of a student's grade point average. Physical education substitution activities will be pass/fail and will not be used in the calculation of a student's grade point average.

Community Service

All students are required to complete at least 50 hours of community service in order to graduate from Highland Park High School.

Timeline

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 community service hours recommended for completion by the end of each year are as follows:

Freshman	14
Sophomore	26
Junior	38
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.

Entering freshmen may start work on their service hours beginning June 1, after successful completion of the eighth grade.

Senior service hours must be submitted by 11:59 p.m. April 30 of their graduation year to reduce the risk of not graduating.

Transfer Students

Transfer students are required to complete hours based on the amount of time at HPHS, which will equate to 50 hours minus 6 hours for each semester not at HPHS.

Community service requirements for transfer students are as follows:

Semesters Enrolled in HPHS	Hours to Complete
1	8
2	14
3	20
4	26
5	32
6	38
7	44
8	50

Pandemic Exceptions

The minimum 50-hour community service requirement is temporarily adjusted as follows for these graduation classes whose opportunities were reduced during the COVID-19 pandemic:

Adjusted Minimum Hours

Graduating Class	Minimum Community Service Hours
2023	35 hours due by first school day of May 2023
2024	40 hours due by first school day of May 2024
2025 & thereafter	50 hours beginning the second school day of May 2024 & anytime thereafter

If the student fails to meet the community service hours deadline for his/her graduating class, he/she will be required to meet the community service hours required of students in the graduation year during which the hours are submitted.

Process

During these years, any student who has completed all requirements for graduation, with the sole exception of the required number of community services hours, will be permitted to contract with a high school committee for extended time to meet this requirement.

The student is required to develop a community service plan for submission to a committee of administrators and teachers who must approve the plan prior to the day of graduation. The student is also required to read and sign a contract confirming his/her understanding of the community service exception and verifying his/her commitment to completion of this graduation requirement.

In exchange for making the commitment in the contract, the student will be permitted to participate in the graduation ceremony and receive his/her transcript. However, the hard copy diploma will be withheld until such time as the student documents successful completion of the number of community service hours required.

Acceptable Service

Volunteer work must benefit those in need. Students cannot receive anything of value, including bartered goods and services or compensation of any kind, in exchange for their volunteer work. Approved agencies include, but are not limited to, hospitals, social service agencies, fundraising organizations for health causes, and fundraising organizations for low-income schools.

Volunteer work to be credited to the community service requirement should be cleared through the community service coordinator prior to beginning the work if there is any doubt regarding its potential for acceptance.

Typically, a maximum of 8 hours of service work a day is allowed unless very specific documentation is provided to validate a greater number of service hours per day.

Students are allowed up to 2 hours of service credit for direct donations.

Appeals of the coordinator’s decision may be made to the Community Service Council Executive Committee.

Unacceptable Service

Students cannot earn service for the following:

1. Volunteering to be an aide on campus at HPHS;
2. Hours completed during school time even if their absences are excused;
3. Hours earned during official school time except for those earned during students' off periods;
4. Service opportunities through clubs/organizations;
5. Teaching or leading any religious or faith discussion groups; however, credit can be earned by assisting with any secular activities in which the church engages;
6. Meeting times, sleeping, travel, planning or free time; however, credit can be earned for time spent publicizing the activity, including stuffing envelopes, hanging flyers or similar tasks.

Note: See also the Kiltie, Academic Planning Guide, and Guide for Transfer Students for additional information about Community Service.

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[1] Graduation Information, Required Notification Regarding Algebra II: https://tea.texas.gov/Academics/Graduation_Information
[2] Financial Aid Requirement: https://tea.texas.gov/academics/college-career-and-military-prep/financial-aid-requirement