

# Hanover County Public Schools



Class of 2019

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## Senior Handbook

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# School Counseling Department Information



## **Atlee High School**

**CEEB School Code: 471-415**

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 723-2117

Fax (804) 723- 2103

<http://ahs.hcps.us/resources/counseling>

## **Lee Davis High School**

**CEEB School Code:470-765**

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 723-2201

Fax (804) 723-2297

<http://ldhs.hcps.us/resources/counseling>

## **Hanover High School**

**CEEB School Code: 471-416**

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 723-3710

Fax (804) 723- 3759

<http://hhs.hcps.us/resources/counseling>

## **Patrick Henry High School**

**CEEB School Code: 470-148**

Counseling Office Hours:

Monday-Friday 8:00 a.m. - 4:00 p.m.

Phone (804) 365-8020

Fax (804) 365-8027

<http://phhs.hcps.us/resources/counseling>



## **CALENDAR OF EVENTS**

*Mark your calendar for these important upcoming events for Seniors and Parents:*

- **August 1 at 8:00 am** – Senior Scholarship Application opens
- **October 15 at 6:00 pm** – College Information Night at Hanover HS
- **November 1 from 6:30 to 8:00 pm** – VACRAO College Fair at Atlee HS
- **November 8 at 6:00 pm** – Financial Aid Night at Lee-Davis HS
- **December 31 at 12:00 midnight** – Senior Scholarship application closes
- **May 21 at 6pm** - Senior Awards at Lee-Davis HS  
**May 23 at 5:30pm** - Senior Awards at Patrick Henry HS  
**May 31 at 9:00am** - Senior Awards at Atlee HS  
**June 3 at 6pm** - Senior Awards at Hanover HS

*\*Additional events and dates may be added at a later date*



## ***Career Counseling Center***

The Career Counseling Center provides students with opportunities and resources for educational planning and career exploration. Students are encouraged to visit and meet with their Career Counselor, for assistance in finding information and making decisions about life after high school. *Follow us on Twitter at HCPS CareerCounselor@HCPSCareers* for the latest updates on colleges, careers, and scholarships!

### **How can students sign up to see their career counselor?**

Students can click on the “Make An Appointment” link on any of the High School Counseling web pages.

### **When is the Career Counseling Center open?**

<b>School</b>	<b>Location</b>	<b>Career Counselor</b>	<b>Day</b>	<b>Hours</b>
Atlee HS	Commons	Shannon Edwards	Wednesdays, Thursdays and alternating Fridays	8:15AM - 3:30PM
Hanover HS	Near the 300s’ Teachers’ Pod	Karla Taylor	Wednesdays, Thursdays and alternating Fridays	8:15AM - 3:30PM
Lee-Davis HS	School Counseling office	Karla Taylor	Monday, Tuesdays and alternating Fridays	8:15AM - 3:30PM
Patrick Henry HS	Behind library by the World Languages Hallway	Shannon Edwards	Monday, Tuesdays and alternating Fridays	8:15AM - 3:30PM

*\*Students are welcome to visit before or after school and at other times by appointment.*

### **What are some of the services available through the center?**

- ✓ Assessments to identify interests, abilities and career values

- ✓ Career info such as job descriptions, salary, training options and more!
- ✓ Individual small group and classroom sessions on career-related topics
- ✓ Opportunities for part-time, full-time work and volunteer opportunities
- ✓ Assistance in finding college/university or other educational programs
- ✓ Scholarship assistance

**What are some of the resources available in the career center?**

- ✓ College handbooks and periodicals
- ✓ Information on job search skills such as networking, resume writing and interviewing
- ✓ Information about college admissions testing (ACT and SAT)



**FOR STUDENTS/PARENTS**

**THE WHAT:** HCPS now has MajorClarity, an engaging and student-driven career exploration platform. Beginning in 6<sup>th</sup> grade thru 12<sup>th</sup>, students will dive into MajorClarity for an interactive opportunity to identify personal career interests, test-drive career pathways, and build a plan of study.

**THE HOW:** MajorClarity is highly intuitive and offers a personalized approach for students. Accounts track personality preferences, career favorites, ‘fit scores’, college choices, and automates the process of academic and career planning all in one easy place.

**THE WHY:**

- *Encourage students to learn about themselves*
- *Expose kids to an expansive array of career options*
- *Connect in-class learning with long-term goals*
- *Generate excitement and hope about future planning*

Students can contact their Career Counselor or School Counselor about how to access their MajorClarity account. It’s Career Exploration made easy!

# **Post-Secondary Options**

Consider *all* of the opportunities...

## **TWO-YEAR OR FOUR-YEAR COLLEGE**

There are more than 3,000 colleges in the United States. No doubt there is more than one college that will meet your specific needs and objectives. Selecting a college is a long process, one that includes research, the weighing of alternatives, and much thoughtful consideration of many aspects of your life. Your School Counseling team is here to help!

## **APPRENTICESHIP**

Apprenticeship is a training program which allows individuals to prepare for a skilled occupation through supervised training on the job combined with classroom instruction. You can gather more information by contacting:

The Virginia Department of Labor and Industry  
Department of Apprenticeship Programs  
600 East Main Street, Suite 207  
Richmond, VA 23219  
(804) 371-2327

You may also visit the Virginia Department of Labor/Industry web site at: [www.doli.virginia.gov](http://www.doli.virginia.gov)

## **CAREER COLLEGES & TECHNICAL INSTITUTIONS**

- Offer programs that are short-term, intensive and practical
- Offer a variety of vocational and technical programs that lead to certificates, diplomas, or degrees (i.e. associate's, bachelor's, etc.)
- Hands-on experience with business and technical equipment
- For more information contact the Virginia Career College Association at (804) 346-2783 or at [www.va-cca.org](http://www.va-cca.org)
- Also conduct a computerized search using MajorClarity.

## **MILITARY SERVICE**

Military service offers students an opportunity to discover their talents and reach their potential. Some of the benefits include experience abroad, financial security, career exploration, physical training, and work experience.

### ➤ **Recruiters**

Recruiters visit each month to provide information for our students about military opportunities. In addition, you may obtain information about the military by calling the following numbers:

Air Force	1-800-423-USAF
Air National Guard	1-800-TO-GO-ANG
Army	1-800-USA-Army
Army National Guard	1-800-GO-GUARD
Marine Corps	1-800-GO-MARINES
Navy	1-800-USA-Navy

Information about military careers is available in the Career Center or by accessing the military careers website at <http://todaysmilitary.com/>

### ➤ **ASVAB**

The test required for all branches of military service is the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB allows you to learn about your abilities and how they fit into career exploration. This three-hour test will be administered at each high school. There is no cost for the test. Students may register for the test in the School Counseling Office.

<b>School</b>	<b>Room</b>	<b>Registration Deadline</b>	<b>ASVAB Test Day</b>	<b>ASVAB Interpretation Day/Time</b>
Atlee HS	AHS Lecture Room	Contact Colonel Schmetzer- cschmetzer@hcps.us	October 11 9:00 AM- Noon	October 24 9:00 AM- Noon
Hanover HS	HHS Faculty Dining Room	Register <a href="#">online</a> by September 28	October 24 8:30 AM - Noon	November 14 9:15AM - 10:15AM
Lee-Davis HS	L-DHS Library	Contact Commander Shockley	Fall Test - November 13 8:30 AM - Noon  Spring Test - March 18 8:30 AM-Noon	In class & individually scheduled by Chief Kelly & Commander Shockley
Patrick Henry HS	New Gym	Contact Lieutenant Head at jhead@hcps.us	October 2, 8:30 - 11:30 AM	In class & individually scheduled by LT



➤ **Training/Scholarships**

All branches of the military offer training programs that lead to skilled military and civilian career opportunities. College scholarship options are also available. Recruiters can explain how the military can help pay for college.

**THE WORK FORCE**

Information about employment opportunities and the fastest growing companies in the Richmond area is available by visiting Virginia Workforce Connection at <https://www.vawc.virginia.gov/vosnet/Default.aspx> or Best Places to Work in Virginia at <http://www.bestplacestoworkva.com/>

## Monthly College Planning Checklist

The following calendar has been devised as a checklist to give you a basic outline of working through the college admissions process:

### **September:**

- Set-up College Visits
- Register for October/November SAT and/or ACT (see Khan Academy for SAT and ACT prep at [Khan SAT/ACT Prep](#))
- Check to see if the SAT Subject Test is required for colleges you're interested in
- Maintain and/or Improve Grades
- Get information from colleges and counselors and speak with college representatives
- Attend college information seminars
- Organize dates for testing and completing applications
- Register with the NCAA Clearinghouse if needed at: <https://web3.ncaa.org/ecwr3/>
- Think about teachers for recommendations (make sure they have at least **two weeks** to write them!)

### **October:**

- Work on college application
- Attend College Info. Night – Oct. 15 @ 6pm, HHS
- Check scholarship newsletter
- Register for December SAT
- Take ASVAB test
- Take SAT
- Make appointment with your high school GReat Aspirations Scholarship Program (GRASP) Advisor
- Begin the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>  
NOTE: the FAFSA becomes available October 1st. The 2019 graduating seniors need to use the 2019-20 FAFSA based on the information from they and their parents/guardians 2017 income taxes “prior-prior year taxes.”

### **November:**

- Take SAT
- Attend College Fair at AHS - Nov. 1 @ 6:30 – 8:00pm
- Register for Jan. SAT

- Attend Financial Aid Night - Nov. 8 @ 6:00 pm, L-DHS
- Continue working on college & scholarship applications and improving academic status

### **December:**

- Take SAT
- Complete Senior Scholarship Application by Dec. 31 (application closes at 12 midnight on Dec. 31 – no entries can be made after this date)  
[2018/19 Senior Scholarship Application](#)

### **January/February:**

- Consult with the GRASP advisor at your school for help if you've not already done so!
- Make sure your Financial Aid Applications are posted by the deadline!!!

### **March/April:**

- Expect college responses to your applications
- Keep track of acceptance, rejections, and awards of financial aid
- Reply promptly to colleges to notify them of your decision
- Meet the deadlines or you may lose the offer!
- Make a final visit to the college of your choice (after acceptance) if you still have unanswered questions

## College Admission Testing

### Scholastic Assessment Test (SAT/CollegeBoard):

The SAT is usually taken the first time in the spring of the junior year and again in the fall of the senior year. Most four year colleges require a standardized assessment as part of the admission requirements. The SAT is composed of a critical reading test, a mathematical multiple-choice test and a writing component.

Register for the SAT at: <https://collegereadiness.collegeboard.org/sat/register>

### SAT Subject Tests:

Some schools require achievement tests as part of the admission requirements. Consult the college catalogue or College Handbook for tests that may be required or recommended.

You **cannot** take the SAT Subject Test and the SAT on the same day. Be sure you plan your testing schedule wisely so all scores reach the colleges prior to the admissions deadline.

SAT Date	Registration Deadline	Late Registration Deadline
August 25, 2018	July 27, 2018	August 2, 2018 by mail August 15, 2018 for online or phone
October 6, 2018	September 7, 2018	September 18, 2018 by mail September 26, 2018 for online or phone
November 3, 2018	October 5, 2018	October 16, 2018 by mail October 24, 2018 for online or phone
December 1, 2018	November 2, 2018	November 13, 2018 by mail November 20, 2018 for online or phone
March 9, 2019	February 8, 2019	February 19, 2019 by mail February 27, 2019 for online or phone
May 4, 2019	April 5, 2019	April 16, 2019 by mail April 24, 2019 for online or phone
June 1, 2019	May 3, 2019	May 14, 2019 by mail May 22, 2019 for online or phone

## The ACT Assessment

Most colleges and universities accept the **ACT (American College Testing Exam)** in place of or in addition to the SAT in the admissions process. The ACT measures classroom achievement in four broad content areas as well as the ability to reason and apply problem-solving skills. The content areas assessed by the ACT are: Reading (Arts/Literature, Social Studies/Sciences), English (Usage/Mechanics, Rhetorical Skills), Mathematics, (Pre-Algebra, Elementary Algebra, Intermediate Algebra, Coordinate Geometry, Plane Geometry, Trigonometry) and Science Reasoning.

<b>ACT Date</b>	<b>Regular Registration</b>	<b>Late Registration * Fee Required</b>
September 8, 2018	August 12, 2018	August 13-26, 2018
October 27, 2018	September 28, 2018	September 29-October 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 4-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

# *Completing Your College Application*

## **SUBMITTING YOUR COLLEGE PAPERWORK TO THE COUNSELING OFFICE:**

Remember to:

- **Request an appointment with your counselor to complete the application process and deliver your paperwork.**
- **Include letters of recommendation** from teachers. Inform your counselor of *all* teachers from whom you have requested a recommendation.
- **Request your transcript in Parchment.** You should request a transcript be sent to each school you are applying to. If you are using the Common App to apply to schools, you will **ONLY** send your transcript to Common App. Electronic Transcripts will be free for current students. Paper Transcripts will cost \$3.00.
- **Dual Enrollment Students:** Request a transcript from J. Sargeant Reynolds Community College in order to have your college credit transferred to your college.

### **Application Deadlines**

#### **College Deadline**

October 15  
November 1  
November 15  
December 1  
December 15  
January 1  
January 15  
February 1

#### **Submit to Counselor By:**

October 1  
October 12  
November 1  
November 16  
December 1  
December 1  
December 1  
January 18

*Note: If your specific college deadline is not listed, please remember to submit your paperwork to your Counselor two weeks prior to the due date.*

## *How do I pick which colleges to visit?!*

The more information you have about colleges and universities of interest, the better chance you have of making a good decision. There are many sources of information available to you. **College catalogues and videos, MajorClarity** (the computer program), **The College Handbook**, **The Book of Majors**, and **Getting Financial Aid**, are readily available in the Career Center for student and parent use.

Your school counselor is also available to meet with you and your parents to assist in obtaining information and considering options. Teachers, college students, and alumni are excellent sources of information about colleges.

College representatives often make visits to high schools to meet with students. Their visits can provide an excellent opportunity to learn about colleges. To take advantage of this source of information, listen carefully for announcements of visits, check the School Counseling Offices Career Center bulletin boards, **follow us on Twitter @HCPSCareers** and sign up for updates on college visits, scholarships, and careers.

<b>School</b>	<b>College &amp; Career Visit Sign-up Links</b>
Atlee High School	Students can sign up for College and Career visits in the School Counseling office.
Hanover HS	<a href="http://bit.ly/18-19HHSCollegeandCareerVisits">http://bit.ly/18-19HHSCollegeandCareerVisits</a>
Lee-Davis HS	<a href="http://bit.ly/18-19LDHSCollegeandCareerVisits">http://bit.ly/18-19LDHSCollegeandCareerVisits</a>
Patrick Henry High School	No sign-up is necessary. The College and Career representatives will be available during all students lunches.

## *The College Visit*

By far the most valuable source of information for you is the college visit. **Make a visit to each school you're applying to!** If at all possible, plan your visit during the academic year so you are on the campus while students are there and classes are in session. To make the most of your visit, you might utilize the following suggestions.

- Take a tour arranged by the admissions office.
- Talk with students to gain information on subjects of interest.
- Visit a class; and if possible, talk with faculty members.
- Visit the student center, the snack bar, the library, and the bookstore.
- Have a meal in the cafeteria.

Many colleges recommend an **interview with someone in the admissions office**. This interview may serve not only as a source of information about you for the admissions representative, but also as a source of information about the college for you. For this interview, consider the following:

- \* Be prompt.
- \* Dress appropriately.
- \* Prepare before the interview by making a list of questions.
- \* Do your research on the college.
- \* Know your SAT/ACT scores, approximate rank-in-class, and latest grades in the courses you are presently taking. Talk about your accomplishments.
- \* Be yourself.
- \* When you get home, write a thank you letter.

## *Types of Admission*

### **Rolling Admission:**

A college using rolling admission **does not set a due date for applications**. Rather, the admissions office reviews an applicant's folder once it is complete. If the applicant meets the set criteria for admission, the student is offered admission to the college. It is advisable to apply early to schools that use a rolling admission policy.

### **Regular Admission:**

A college using a regular admission **sets a date by which all applications must be filed**. After consideration is given to all the applications, decisions are communicated to the applicants.

### **Early Decision:**

Many colleges offer an early decision plan as a means of attracting top-notch students. A student applying for early decision at highly selective schools should have three qualifications:

- at least a B+ average,
- SAT's of at least 1200,
- confidence that this is the college right college

**If a student is accepted under an early decision plan, the student is committed to attend. Therefore, students should ONLY apply early decision to a college/university that is clearly their first choice and they are sure they will attend, if accepted.**

### **Early Action:**

Students receive a decision earlier than the standard response date but are **not required to enroll or make a deposit prior to May 1**.

### **Deferred Admission:**

Students are permitted to postpone enrollment, usually for one year, after acceptance to the college.



## *College Application Tips*

- Carefully **read all directions** accompanying the application prior to actually starting to the application.
- Be careful that all **information is correct**.
- If possible, download the application to **practice filling in the required information**. Have an adult proofread your application and essay if one is required before you fill in the information on the actual application.
- Be sure the actual application is filled out with **no errors**. Your application makes a statement about you. Take pride in your application; it may affect the admission decision.
- **Confirm** that teachers have submitted to your counselor the **recommendation letters** required by the college.
- On those applications requiring essays, **write a rough draft of your essay first**. Make certain you have completely answered the questions. Proofread your rough draft before entering it on the application form.

### **WHEN YOU WRITE YOUR ESSAY . . .**

**Do** write lean! A cardinal rule, promulgated by former Cornell University professor William Strunk, Jr., is for the writer to omit **needless words**.

**Do** start early. Leave plenty of time to revise, reword, and rewrite.

**Do** read the directions carefully. You will want to answer the question as directly as possible; and you will want to follow word limits exactly.

**Do** focus on an aspect of yourself that will show your best side. You might have overcome some adversity, worked through a difficult project, or profited from a specific incident.

**Do** feel comfortable in expressing anxieties. Everybody has them, and it's good to know that an applicant can see them and face them.

**Do** speak positively. Negatives tend to turn people off.

**Do** write about your greatest assets and achievements. You should be proud of them!

**Don't** repeat information given elsewhere on your application. The committee has already seen it – and it looks as though you have nothing better to say.

**Don't** write on general, impersonal topics – like the nuclear arms race or the importance of good management in business. The college wants to know about you.

**Don't** sacrifice the essay to excuse your shortcomings unless you intend it to be a natural and integral part of your topic. If it's a question of underachievement, you should find a spot somewhere else in the application (or use a separate sheet of paper) to explain why you had not been working to your ability.

**Don't** use clichés.

**Don't** go to extremes: too witty, too opinionated, or too “intellectual.

## *Financial Aid Information*

**GRASP Advisors** will be available to help students with the following:

- Explain the College Financial Aid Process
- File the **FAFSA** or the **Free Application for Federal Student Aid**
- Complete additional financial aid applications for specific schools
- Locate outside scholarships
- Apply for work-study programs and student/parent loans
- Interpret Financial Aid Award Letters

**All students should file a FAFSA. If you don't file, you will not be eligible for federal/state aid, work-study programs, or federal loans.** In addition, you may not be eligible for merit scholarships based on grades, SATs, and athletics. Remember- it is **free** to file.

School	GRASP Advisor	Schedule an Appointment	Day	Hours
Atlee HS	Patty Wood	<a href="mailto:Atlee@grasp4va.org">Atlee@grasp4va.org</a>	Tuesday	9:00AM- 2:00PM
Hanover HS	Joannalyn Jordan <u>Email</u> hanover@grasp4va.org	<a href="http://bit.ly/HanoverGRASP">http://bit.ly/HanoverGRASP</a>	Mondays	9:00 AM - 2:00 PM
Lee-Davis HS	Barbara Hassett <u>Email</u> ld@grasp4va.org	Stop by or call the School Counseling office at 804.723.2201.	Thursdays	9:00 AM - 2:00 PM
Patrick Henry HS	Mila Spaulding <a href="mailto:mila.spaulding@gmail.com">mila.spaulding@gmail.com</a>	804-365-8020	Thursday	9:00 AM - 2:00 PM

## *School and Community Scholarships*

Students are strongly supported by local organizations and clubs. One scholarship form serves as an application for all scholarships that are administered by each high school's Scholarship Committee. This application is made available to students on **August 1 and is due by December 31 at 12:00 midnight.** The scholarship committee considers all submitted applications. Scholarships will be awarded at school Senior Award ceremonies.

[Senior Scholarship Application 2018-2019](#)

## ***The Student Athlete & NCAA Eligibility Center***

Prospective student-athletes must register with the NCAA Clearinghouse in order for eligibility to be determined. Students should register online at <https://web3.ncaa.org/ecwr3/>. Remember each student must send a transcript to the Eligibility Center through Parchment. If official test scores appear on the transcript, they need not be sent separately. If they do not, the student must request additional score reports to be sent to the Eligibility Center. To do so, simply designate the NCAA Eligibility Center as a score recipient on the test registration form by filling in code 9999 in the section on college and scholarship codes.

***Student-Athletes will be required to upload their own transcript to the NCAA through Parchment.***