2020-2021

**Halls High School**

Counseling Handbook



**Halls High Counseling Staff**

Kaycee Miller Caton Eskew Bradley Byrd Jordan Culp

School Counselor School Counselor School Counselor School Counselor

Last names A-G Last names H-N Last names O-Z All 9th grade

Scott Cummings Graduation Coach

Deidre Wrinkle Registrar Laura Kindle Database Management

**HHS Contact Information**

4321 E. Emory Road

Knoxville, TN 37938

Phone: 925-7709

Fax: 925-7700

**www.guidance.hallshs.knoxschools.org**

Office Hours: 8:00 – 3:45

**Services Provided by HHS Counselors:**

* Assist students with course selection and planning in preparation for post-secondary experiences
* Continually review students’ progress towards graduation and advise students and parents/guardians accordingly
* Counsel students who are struggling academically and refer for assistance and tutoring as needed
* Provide students with strategies to work through specific classroom issues
* Provide resources that aid students in researching college, career, scholarship and financial aid information
* Provide a program for parents/guardians and students that walk them through the Financial Aid process
* Provide a program for parents/guardians of rising freshman regarding high school curriculum
* Act as a liaison between students, parents/guardians, teachers, administrators, and other support staff to facilitate communication
* Make referrals to the school support team for students who may require assessment or testing for learning disabilities, emotional issues, or other educational concerns
* Provide counseling and/or referrals for students with personal problems

**Counseling Appointments**

Counselors meet with students individually and collectively throughout the year. If you have a need to meet with your counselor, please come by the counseling office. If your counselor is not available, please make an appointment. Your counselor will see you as soon as possible.

Parents may schedule an appointment with their students’ counselor by phone or e-mail. Parents may also call or e-mail the counselor at any time to address a specific concern. Many issues can be resolved quickly through a phone conversation or through e-mail. Parents/guardians may request parent/teacher conferences with multiple teachers through the Counseling Office. These meetings are held in the Counseling Office at 8:00 a.m.

**STUDENT SCHEDULES**

**Course Selection and Scheduling Process**

During the spring semester, counselors will meet with all 9th, 10th, and 11th grade students—either in classrooms or in small groups—to distribute and explain scheduling materials for the following year.  Due dates are given at this time. Students should have conversations with their current teachers and their parents/guardians regarding appropriate course selections. Some courses will require students to get a teacher recommendation. Counselors are available for consultation if students need assistance making their final selections.  Course level descriptions are available in the Counseling Office. After the course selection forms are completed and turned in to the Counseling Office counselors will review these course selections, teacher recommendations, current transcripts, and graduation requirements individually with students. Once this process is completed, the master schedule for the next year will be developed based on the course selections that students have made. Once tentative schedules have been run, students will be contacted by their counselors if there are any conflicts in their schedules. Students will receive a copy of their schedule at Red Devil Day and on the first day of classes during the fall term.

**Policy for Adding/Dropping Classes**

Students may request schedule changes at the beginning of each semester.  **All requests must be submitted in writing**.  Schedule change request forms are available in the Counseling Office and on the Counseling website.  Counselors will review these requests and make changes based on space availability.

Schedule changes that will be addressed first are for the following reasons:

* Computer error/incomplete schedules
* Course in current schedule was completed in summer school or credit recovery
* Not completing prerequisites for currently scheduled classes

**Other requests will be addressed once the above issues have been resolved.**

All students are encouraged to complete all classes in which they are enrolled. If it becomes absolutely necessary for a student to drop a class, the following will apply:

* Parent/Guardian approval is required.
* Simple changes from one class to another (e.g., drop Art and add PE 1) must be completed by August 9, 2018.
* A change in level of a class (e.g., from Algebra 1A to Algebra 1) must have a teacher recommendation.
* Classes dropped according to the above policy will not appear on a student’s permanent record.

Any changes in schedules will be at the counselor/administrator’s discretion and will depend on class availability.  ANY REQUESTS FOR SCHEDULE CHANGES RECEIVED AFTER THE FIRST 3 DAYS OF THE SEMESTER WILL REQUIRE ADMINISTRATOR APPROVAL.

**Summer School**

A limited number of high school classes are available in Knox County summer school.  Summer school course offerings will be available towards the end of the spring semester (Usually the last week in April).

**Student Grades**

**Grade Point Average**

Each semester course is awarded one credit. The grade point average is determined by calculating each semester grade for each class according to the following guidelines: A=4, B=3, C=2, D=1, F=0.   Multiply each credit by the letter grade received and divide by the total number of credits.  GPAs DO NOT round. Please see your counselor if you are confused about calculating your GPA. Remember most colleges calculate your GPA based solely on academic courses, so this may differ from your Knox County GPA.

Repeated classes will have the second grade averaged in the GPA and not the first. Credit is given only once for successful completion of a course. Students may only repeat courses in which they have received a D or F letter grade. The original grade remains on the transcript, although the credit may be removed.

**Weighted Grades**

Honors courses, dual enrollment courses, and AP courses are weighted.  Students who take an honors course will receive .5 added to their course grade: A=4.5, B=3.5, C=2.5, D=1.5, F=0. Honors courses will also have 3 points added to their final average.  Students who receive a grade in advanced placement courses (AP courses) or dual enrollment courses will have a full point added to their grade: A=5, B=4, C=3, D=2, F=0. AP courses will also have 5 points added to their final average. **Effective August 2018 AP courses will only receive the 5 points and full point added to their GPA if the students take the AP exam associated with the course.**

**Credit Recovery**

Knox County uses a computer-based credit recovery system, Edgenuity. Students who have failed a core class may be eligible for credit recovery. Not all courses are available in credit recovery. Forms are available in the Counseling Office and should be turned in to the appropriate counselor.

**Driver’s Permit**

The State of Tennessee rules for obtaining a Driver’s Permit are as follows: 1) Must pass 3 out of 4 full unit classes, 2) have less than 10 consecutive unexcused absences, 3) have 14 or fewer unexcused absences. Out of school suspensions count as unexcused absences. Students should fill out Driver’s Permit forms Monday-Thursday in the Counseling Office. The SS1010 forms will be handed out the following Friday. Please allow at least a week for processing the form.

**GRADUATION REQUIREMENTS**

|  |  |
| --- | --- |
| **Core Subjects** | **Number of Credits** |
| English | 4 (English I, II, III, IV) |
| Mathematics | 4 (Algebra I, Geometry, Algebra II, one higher level math) |
| Science | 3 (Biology, Chemistry or Physics, one add’l lab science) |
| World History & Geography | 1 |
| US History | 1 |
| US Government | 1/2 credit |
| Economics | ½ credit |
| Physical Education and Health | 1.5 (Lifetime Wellness and one additional ½ credit)\* |
| Personal Finance | ½ credit |
|  |  |
| **Elective Focus** | 3 credits\*\* |
|  |  |
| **University Admissions** | Students must complete two units of the same world language and one unit of fine/performing arts in order to meet college/university admission requirements.**\*\*\*** |
| **Total** | **28\*\*\*\*** |

**\***The additional ½ credit in Physical Education may be met by completing a Physical Education course (in addition to Lifetime Wellness) or by substituting a documented and equivalent time (minimum of 65 hours) of physical activity in school sponsored activities such as marching band, JROTC, cheerleading, dance, interscholastic athletics and other areas pre-approved by the local board of education. .5 credit in Activity PE with a grade of “Pass” will be recorded on the student transcript and is not calculated in the GPA.

**\*\***The elective focus may be CTE (3 courses in the same CTE program area), science and math, humanities, fine arts, AP/IB, or other areas approved by the local board of education. Courses taken as part of the core subject requirement may not be used to fulfill the elective focus requirement.

**\*\*\***Waivers were not created as an approach to exempt students from the foreign language and fine art requirement; waivers are for exceptional circumstances to serve the needs of CTE students. The purpose of the waiver of the foreign language and fine art requirement was intended primarily for CTE students to expand and enhance their elective focus beyond what would otherwise be possible.

**Regular Diploma-** Awarded to students who have earned the prescribed 28 credits and have a satisfactory record of attendance and discipline.

**Special Education Diploma –** Awarded to students with disabilities who have 1) satisfactorily completed an individualized education program, 2) successfully completed a portfolio, and 3) have satisfactory records of attendance and conduct.

**Regular Diploma with Honors**- Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors. The ACT benchmarks are: ACT English- 18, ACT Math- 22, ACT Reading- 21, ACT Science Reasoning- 23

**Regular Diploma with Distinction**- Students will be recognized as graduating with “distinction” by attaining a B (3.0) average and completing at least one of the following:

* Earn a nationally recognized industry certification
* Participate in at least one of the Governor’s Schools
* Participate in one of the state’s All State musical organizations
* Be selected as a National Merit Finalist or Semi-Finalist
* Attain a score of 31 or higher composite score on the ACT
* Attain a score of 3 or higher on at least two advanced placement exams
* Successfully complete the International Baccalaureate Diploma Programme
* Earn 12 or more semester hours or transcripted postsecondary credit

**TESTING**

**State Tests**

**State end-of-course exams will be given in English I, English II, Algebra I, Algebra II, Geometry, and Biology I. Further, the results of these exams will be factored in to the student’s grade at a percentage determined by the State Board of Education. Students will not be required to pass any one examination, but instead must achieve a passing score for the final grade.**

**National Tests**

Fall of 11th grade - PSAT, a practice SAT (Scholastic Assessment Test) for juniors to predict ability to do college work. Honors level sophomores may take the PSAT.  Test areas are English and math. High scorers compete in the National Merit Scholarship Program. This test will be administered only once in October as determined by PSAT.  Students register and pay in advance. This test is optional.

Spring of 10th 11th 12th grade-Advanced Placement Tests (provided by the College Board) provide an opportunity for students to earn college credit based on their test scores. Colleges may award a certain number of credit hours in a subject area. Testing occurs in May during the national testing window. Students are required to register and pay for these exams. Individual universities determine the hours of credit earned based on test scores.

Armed Service Vocational Aptitude Battery (ASVAB) – This test is offered to 10th, 11th and 12th grade students. There has never been a requirement that a test-taker with a qualifying score enlist in the military, and the test may simply determine personal aptitude at a particular career. The ASVAB is usually offered at HHS in November.

**College Entrance Exams**

Both the ACT (American College Test) and the SAT (Scholastic Assessment Test) are given at local sites in the Knoxville area.  The ACT is given school-wide to all interested 11th graders in March or April for no charge at HHS.  Students may also register to take the ACT during one of their national dates at [www.actstudent.org](http://www.actstudent.org). Students who are on free/reduced lunch may also receive two additional ACT or SAT vouchers.  
  
Students can have test scores sent directly to the colleges considering their application by completing the appropriate section of the ACT/SAT registration form. If a student signs the Transcript Request Form and submits it to Ms. Wrinkle, an unofficial testing record will be sent along with the transcript from the Counseling Office to a college.

**COLLEGE AND FINANCIAL AID**

**College Admissions**

College admission is usually based upon the following factors: academic grade point average (G.P.A.), including English, math, foreign language, science, and social studies; the difficulty of classes taken in high school; class standing; ACT/SAT test scores, and sometimes a personal interview and essay.

**Things to Consider When Choosing a College**

The following guidelines might help in the college decision-making process: location, type of school (2 or 4 year, technical), size, academic calendar, campus environment, majors offered, on-campus housing, special academic programs, cost, financial aid, student activities, athletics, academic caliber of students, and social life. Make sure to look at colleges of all type, including those that are less well known. Often these schools will give you a more personal college experience than large well known schools. A book that lists a number of these schools is Colleges That Change Lives by Loren Pope ([www.ctcl.com](http://www.ctcl.com)).

Know your strengths and weaknesses and build your future on your strengths. Familiarize yourself with career information in your area of interest. Study the college catalogs. Visit the campus.

Winter, spring, and summer vacations; as well as weekends, are ideal times to schedule visitations to college campuses. Colleges are geared for tours and answering specific questions about their programs, curriculum, and admissions procedures.

Valuable information can be acquired by attending College Fairs that are hosted by various schools throughout the year. Halls High School participates in the Knox County College Fair. This fair hosts universities, community colleges, businesses, and technical colleges in the southeast region. Colleges will also visit Halls High throughout the school year. Make sure and let schools know you are interested in them. Colleges are more likely to visit Halls if they know they have a number of students interested in attending.

Listen for announcements and visit the website for information about college representative visitation dates and times. This is especially valuable for juniors and seniors. Juniors and Seniors are allowed two excused absences each year to make college visits. Turn in a copy of your itinerary and a note on the college’s letterhead to Ms. Woodall in attendance to have your absence excused.

All college acceptances are considered provisional and are based upon continued senior year performance at the same quality level. All colleges review senior grades in July after graduation and can cancel admission and/or scholarships in the event of a significant decline in performance.

**Student Athletes**

The HHS student athlete policy requires students to pass all classes in order to play in games/matches. If a student is failing one class, then he/she is required to attend tutoring, help sessions, etc. until the teacher states the grade is passing. If a student is failing more than one class, then he/she is unable to play in games until one or both of the grades are passing.

Student athletes need to consider the National Collegiate Athletic Association requirements - especially Division I and Division II college sports. There are certain core courses and minimum ACT / SAT test scores to consider. A Clearinghouse Form must be completed online after the completion of the junior year to determine eligibility. Visit [www.eligibilitycenter.org](http://www.eligibilitycenter.org) for more information. Student athletes interested in playing NAIA sports should register at [www.playnaia.org](http://www.playnaia.org). Students may print a request for transcript form from the NCAA or NAIA and bring it to the Counseling Office.

**College Application Process**

Each college and university has its own unique way of computing grade point average (GPA). Many only consider the academic grade point resulting from the grades in the areas of English, math, science, social studies, and foreign language. Colleges examine the strength of a student’s curriculum as it relates to their GPA.

Students may access applications by contacting the university directly or may apply online through the college’s web site. Most schools prefer online applications.

Before submitting any college applications, check them over carefully for completion, accuracy, and neatness. You must request your transcript to be sent to the college of your choice. Transcript request forms are available in the Guidance Office. Ms. Wrinkle will then send transcripts to the school for you. Ms. Wrinkle keeps a log indicating the date the transcript was mailed.

If a student’s application requires a counselor’s letter of recommendation, there is a special information form that must be filled out by the student for his or her counselor. **Please allow at least two weeks for processing transcript requests and recommendation forms.**

**Getting Organized**

We suggest that you use a folder or notebook to create a personal college application file. Your files may include:

* Notes on colleges
* Application Deadlines
* Test Records
* Teacher Recommendations
* Copies of completed applications
* Email confirmations
* Copies of email correspondences
* Login information for website/applications

**Financial Aid**

All seniors and their parents/guardians should complete the Free Application for Federal Student Aid Form available online at www.fafsa.ed.gov. Most colleges will not disburse scholarship money until this form is on record. The FAFSA form cannot be mailed or filed online until October 2017. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov/) to complete your FAFSA form. Parent/Guardians and students should visit [www.pin.ed.gov](http://www.pin.ed.gov/) before October of the senior year to get a personal identification number. Every student and their parent/guardian must get a P.I.N. number in order to complete the FAFSA in October.

Halls High School offers a financial aid workshop in the fall of each year to assist parents/guardians and students in the financial aid process.

**Scholarships**

The college/university you are applying to is the best source for scholarships. Many schools offer scholarship packages based on academics, community service, or athletics that may cover a large portion of tuition. Local and national scholarship information is available through the Counseling Office.  Each scholarship has a separate application which is available online or from Ms. Overton in the Counseling Office. See the Senior Memo to get up-to-date information on scholarships. Students are responsible for reviewing the Senior Memo which holds all scholarship information sent to Halls High. The Senior Memo is published at the beginning of every month. It is available online at the counseling website and is placed in the College & Career Center. The Counseling website also has a link to multiple scholarship websites.

College Planning Guides

Freshman College Planning Calendar

* Build strong academic, language, mathematics and critical thinking skills by taking challenging courses. The courses you take in high school show colleges what kind of goals you have set for yourself.
* Keep in mind the courses that colleges expect you to have completed for admissions including:

1. 4 years of English
2. 4 years of Math (including Algebra II and one higher math)
3. 2-4 years of World Language
4. 3-4 years of Lab Science
5. 2-4 years of History/Social Studies
6. 1 year of Fine Arts

* Focus on your grades! This is the starting point of your cumulative grade point average (the grade point average reported to colleges). **This is the best thing you can do to help position yourself to earn academic scholarships.**
* If you hope to play a sport in college, meet with your counselor to review the NCAA requirements and to check if you are enrolled in the correct courses.
* Get involved! Join one or more extracurricular activities and take on a leadership role.
* Meet with your school counselor at least once to talk about your plans for the next four years. You are welcome to come by at your convenience!
* Read, read, and read some more to build your vocabulary and strengthen the skills needed for standardized testing.
* Know what courses are required for graduation and entrance into most four-year colleges and universities.
* Keep track of your extracurricular activities and any honors/awards you receive.
* Research career possibilities.

Sophomore College Planning Calendar

* Continue solid academic progress in challenging courses.
* Review the NCAA academic requirements if you anticipate playing a sport in college (www.eligibilitycenter.org).
* Take the PSAT in October. The results will not be used for college admission but will provide helpful practice for the PSAT you take in your junior year. This test can qualify you scholarships through the National Merit Scholarship Corporation.
* Stay involved in extracurricular activities that interest you. The level of involvement and accomplishment is most important, not the number of activities. Keep an update record.
* Sign up for junior year courses keeping in mind that you will want to challenge yourself with tougher courses. It will pay off in the long run!
* Begin your high school resume. You will update this each year and use it when you apply to colleges and for scholarship competitions. See your counselor for a sample resume.
* Meet with your counselor at least once or twice this year. It may be helpful for you to discuss your PSAT result with them after you receive your scores. PSAT scores usually come to the school in mid-December.
* It is never too early to start researching colleges and universities. Visit the Counseling website, or surf the Web for college home pages.
* Continue to research career options and consider possible college majors that will help you achieve your career goals.
* Use your summer wisely: take time to volunteer, gain work experience, and tour college campuses with your family as you travel.

Junior College Planning Calendar

# September-December

* Be sure your schedule includes courses that strengthen your academic record and help complete graduation requirements.
* Focus on academics being mindful that junior grades are very important to college admission committees.
* Attend the Knox County College Fair in October
* Sign up for the PSAT given in October and begin reviewing the sample test questions in the PSAT Student Bulletin.
* Meet with college representatives as they visit your high school throughout the school year. Listen for announcements and check the Counseling website
* Speak to recent graduates who are home from college for the holidays. They are a great resource!
* Make an appointment to meet with your counselor and begin sharing your thoughts about college.
* If you anticipate playing Division I or II athletics, register with the NCAA Eligibility Center at www.eligibilitycenter.org

# January-March

* Concentrate on doing well in your spring semester classes.
* Update your resume with additional extracurricular activities, community service, honors and awards.
* Begin preparing for the ACT/SAT by checking out a book from the library, purchasing your own test prep book from a local bookstore, or taking a test prep course.
* Take advantage of breaks by scheduling a visit to several schools. Also make plans to tour college campuses during your spring break.
* Continue developing a list of schools you are interested in researching. There are several good online college search engines such as:

[www.collegeboard.org](http://www.collegeboard.org), [www.act.org](http://www.act.org), [www.princetonreview.com](http://www.princetonreview.com) and

[www.petersons.com](http://www.petersons.com)

* Meet with your counselor to plan your senior schedule and discuss your college/career plans.
* Take the State ACT at your school in March but consider taking another ACT or the SAT in April, May or June.
* Register to take two or three SAT Subject Tests during the first week of May. If you are enrolled in AP courses, consider taking the corresponding Subject Test.
* Create an account on a **free scholarship search engine** such as www.fastweb.com

# April-May

* If you are interested in a service academy you should begin the process now.
* Plan summer visits to colleges in which you are very interested. Make a file and gather information about academics, financial aid, and campus life.
* Continue to research colleges so that you are able to narrow your list down to a manageable number (3-6 schools).
* Take a look at some college applications and consider all of the different pieces of information you will need to compile.
* Make a list of teachers, counselors, and other adults who you might ask to write letters of recommendation for your college applications.
* Begin thinking about topics for college essays, Look at some sample applications for potential topics. One good resource is the Common Application at [www.commonapp.org](http://www.commonapp.org)

Senior College Planning Calendar

# August

* Meet with your counselor if you need to discuss your final college list and application deadlines. Make sure you have included “safe”, “reach”, and “realistic” schools.
* Provide your counselor with a list of all schools to which you will apply, what forms they must complete, and the application deadline.
* Submit your most current resume to your counselor or teacher. He/she cannot write your letter of recommendation without it!
* If you are considering playing sports in college, make sure you have registered with the NCAA Eligibility Center (www.eligibilitycenter.org) or the NAIA Eligibility Center (www.playnaia.org)

# September

* Take every opportunity to get to know colleges: meeting with college representatives who visit your high school during the fall, attending local college fairs.
* Visit scholarship search websites such as finaid.org. Check your school’s Senior Memo. Copies can be viewed in the College & Career Center or viewed online at Halls’ website.
* Create a file for each college to which you will apply. Include a list of what is necessary for a complete application, cost of application, deadlines and any other important information.
* Inform you counselor, at least one month in advance, about any Secondary School Reports (a part of many applications which counselors must complete) and Mid-Year Reports; let them know if they can complete this online or whether a printed hard copy is necessary. If forms are required, print them and submit them to your counselor.
* **Don’t forget to fill out a transcript request for each school to which you are applying and submit them to the registrar in the Counseling Office.**
* Ask teachers who know you well and with whom you have a good relationship to write a letter of recommendation. (if required by the college). Again, let them know if they may complete this online or provide them with the proper request form, your resume, an envelope addressed to the college with postage included.
* Find out from the colleges to which you are applying whether a separate application is required for Financial Aid/Scholarships. Some schools automatically consider you when you apply, however, some schools require a separate application.
* If required by the colleges, file the CSS Financial Aid Profile online at [www.collegeboard.com](http://www.collegeboard.com)

# October

* Attend the Knox County College Fair
* Finalize your college essays.
* Continue to check the Scholarship list published online at your school’s website.

**November**

* Finalize and send any early decision or early action applications due this month. Have a parent, teacher, or counselor review the application before it is submitted. **Always keep a hard copy of any application submitted electronically or through the mail.**
* Every college will require a copy of your high school transcript. Follow your school’s procedure for sending transcripts.
* Make sure your ACT/SAT scores have been sent to colleges directly from the testing company.
* Attend the Financial Aid Workshop held at Halls. Request a pin number for you and one parent ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)); this will become your electronic signature on your FAFSA.

# December

* Your goal should be to have all applications complete by the end of the first semester.

# January

* Seniors and families can begin filing the Free Application for Federal Student Aid (**FAFSA**) This can be done online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Complete it as soon as possible!
* Complete the CSS Profile (if required) at [www.collegeboard.com](http://www.collegeboard.com)
* In order to qualify for the **Hope Lottery Scholarship,** you must complete a FAFSA.
* Remind your counselor if colleges to which you have applied require a mid-year report.

# April

* April 15- many of you may have received notification of acceptance prior to this date, however, this is the common final notification date for colleges.
* Make your final college choice after you receive your acceptances. Decline any offers of admission in writing so that colleges may admit other qualified candidates.
* If you are **“wait listed”** by a college you really want to attend, visit, call, and write the admissions office to make your interest clear. Ask how you can strengthen your application.

**May**

* May 1- this is usually the deadline for you to notify colleges of your final decision. **Place only one deposit at a college**. To submit more than one deposit at a college/university is considered unethical.
* Remember to accept financial aid offers and follow the instructions given.
* Make sure you have submitted the **senior survey** including the **final transcript request**. The senior survey gives us information regarding scholarships you have received and which college you will be attending. We cannot announce your name at Award’s Day as one who has received scholarships if you have not submitted the survey telling us what you have received…there is no other way for us to find out this info! We must send a final transcript to the school you are attending so it is critical that you complete the final transcript request at graduation practice.
* **HAPPY GRADUATION!**