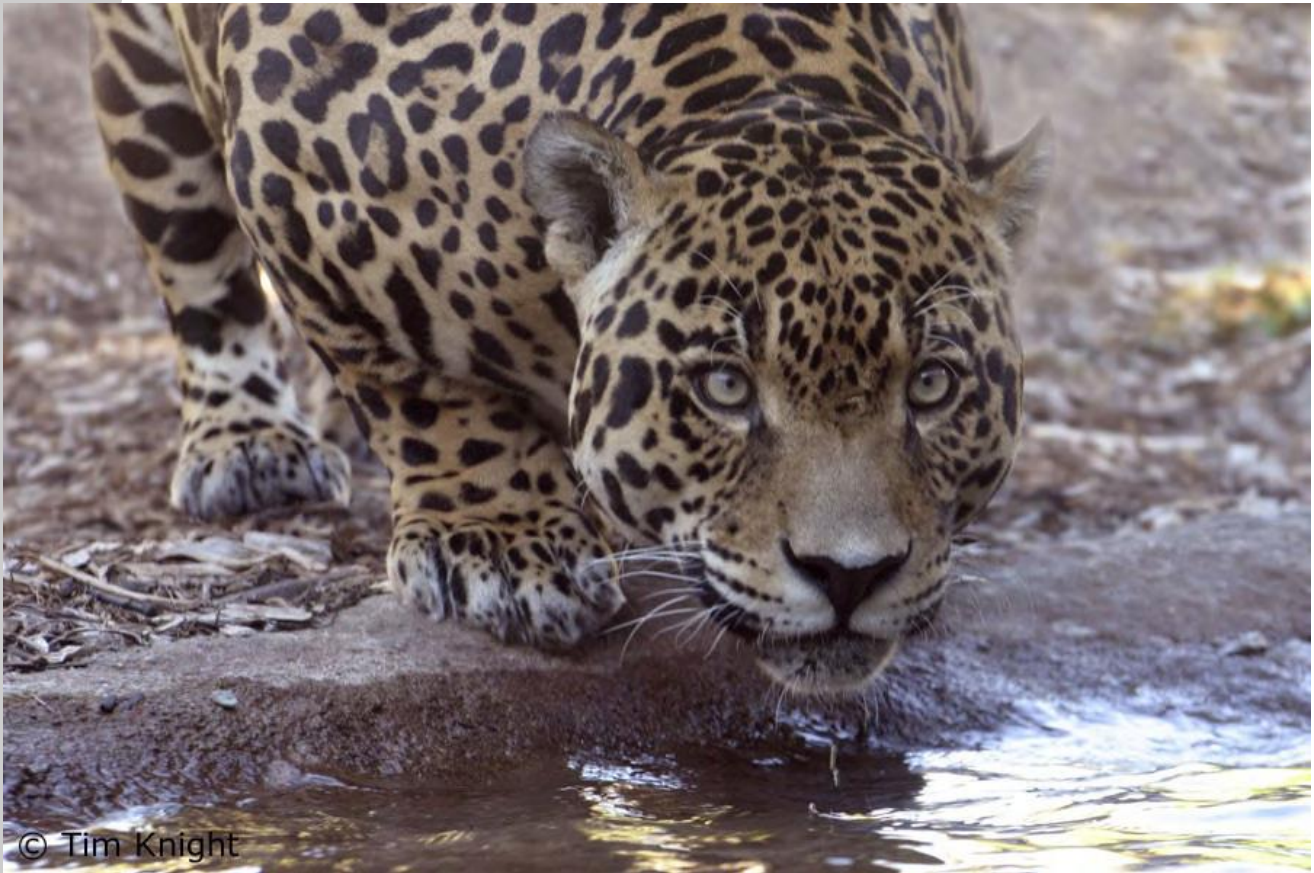


# **Hilliard Bradley High School Senior Year Planning Guide**



**Class of 2020  
Are you ready?!!**

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# Senior Responsibilities and Opportunities

## Senior Transcripts, Recommendation and Profile Information

Counselors will give each Senior their transcript in September so you can ascertain whether you have scheduled appropriate classes to graduate. Final responsibility for credits falls to the student and his/her parents.

In order to send a student's transcript to colleges, a signed (parent signature) transcript release form is needed. This form must be turned in to the guidance office.

Often you will need a recommendation letter to go with your college/scholarship applications. The Senior Profile will be completed in Naviance and this information can be used for this purpose.

## Senior Yearbook Photos

Senior yearbook photos are your responsibility. You can make an appointment at the studio of your choosing. Your picture must be in color, vertical, in school appropriate clothing with NO props, pets, friends or artwork.

Once you receive your photos, you must submit one on the yearbook website at <http://is.gd/hbyearbook>.

The deadline for submitting your photo on the yearbook website is, **FRIDAY, DECEMBER 13TH!!!**

It is your responsibility to check the list Miss Dyer posts to be sure she has your photo and that your name is spelled correctly.

Contact Miss Dyer at [Cassidy\\_Dyer@hboe.org](mailto:Cassidy_Dyer@hboe.org) with questions.

## Senior with obligations

Occasionally the school finds that there are students who have failed to return a textbook, IPAD brick and cord, library book, return a uniform to the appropriate coach, or pay academic fines/fees accrued throughout the school years. **Seniors must have all obligations paid by May 1, 2020. All checks need to be paid to the order of Hilliard Bradley High School. You will not be permitted to receive you diploma with any outstanding obligations.**

## Selective Service Registration

Who: All Males

When: Within 30 days of their 18th birthday

Where: [www.sss.gov](http://www.sss.gov)

If you fail to register, you cannot qualify for federal student grants or loans for college, job training benefits, and many state and federal jobs.

# Administrative Warning on “Skip Days” and Pranks

## “Senior Skip Day”

Any “skip day” that Seniors often plan to take is not sanctioned by the school and will be treated as a day of truancy. As is the usual consequence for truancy, a “0” grade is given in every class missed, which may result in the lowering of the student’s grade for the quarter. The administration will also retain the right to forfeit any “special days” set aside for the senior class if these types of activities become a disruption to the school.

## Senior Pranks

The idea of a “senior prank” has existed in high schools for many years. These pranks are done with humor in mind but sometimes cross the line. Senior pranks can become destructive to school and personal property and cause numerous hours of clean-up by the custodial staff. In some documented cases, these pranks were prosecuted as criminal activity. It is the expectation of the Hilliard Bradley Administration that Seniors will not involve themselves in these pranks. In doing so, it is the understanding of the student that the result can include school discipline, denial of participation in the graduation ceremony, withholding their diploma until August, and involvement of the police if the offense is criminal in nature.



# Student Attendance Policy

## **6-DAY ABSENCE POLICY**

- Achievement and attendance are highly related. As a result, attendance records become a significant factor in awarding credit to students at the close of each grading period.
- A student may receive an F or may lose privileges to in school performances and extracurricular activities if he/she accumulates more than 6 total class absences, excused or unexcused, excluding official absences, during any nine-week period.
- Students get 6 days of unexcused/excused absences per quarter per class.
- When a student accumulates 4 & 6 class absences, the parent will be notified by letter.
- *If a student misses more than 15 minutes of class, this is considered a class absence.*

## **HOUSE BILL 410—EVERY MINUTE MATTERS**

House Bill 410 (HB410) tracks absences by minutes. A letter generates at 30 consecutive hours, 38 hours per month, 42 hours per month, 65 hours per year and 72 hours per year. An intervention may be held to help develop student success.

## **HOUSE BILL 66- Notification of Student Absences**

House Bill 66 (HB66) was put in place to ensure parents are notified if their student was marked absent, and parents have not notified us. An automated phone call will go out to parents within the first 2 hours of their student's scheduled arrival to school if the student is marked absent by their teacher, and we have not heard from a parent. Please be sure to call or email ([hbrattendance@hboe.org](mailto:hbrattendance@hboe.org)) before 9:00am, so we can reflect that you are aware of the absence.

# Policy on Semester and Yearly Grade Averages

Although teachers are free to choose their own method for determining nine weeks' grades, **semester and yearly averages shall be determined by using the following method:**

**GE % = Grade Equivalent %**

- A. To determine the semester average, use the following formula:  
$$50\% \times (\text{GE \%}) + 50\% \times (\text{GE\%}) = \text{Semester GE\%}$$
- B. To determine the yearly average, use the following formula:  
Multiply each nine weeks' grade equivalent % by 25 % (.25)  
$$25\% \times (\text{GE\%}) + 25\% \times (\text{GE\%}) + 25\% \times (\text{GE\%}) + 25\% \times (\text{GE\%}) = \text{yearly GE\%}$$
- C. If the student earned below 50% for a nine weeks grading period, the grade entered will be:  
\* 50% for the 1st and 3rd nine weeks  
\* The actual percentage for the 2nd and 4th nine weeks

# Policy on Passing Year Long Courses

A student will pass a subject for the year if he or she passes both semesters. The student passes each semester earning a minimum of 60% (passing average for the semester).

A student who fails the first semester, passes the second semester, **and** has a passing average for the year, will pass for the year. A student who fails a subject the second semester may fail the subject for the entire year, regardless of the first semester grades.

# Policy on Passing Semester Courses

A student will pass a one semester course if he or she has earned a minimum of 60% passing average for the semester.

# Student College Services

Tom Woodford, District College Counselor  
Debbie Barie, Bradley Guidance Secretary

## **SAT (Scholastic Aptitude Test) and ACT (American College Testing Program)**

Colleges, universities and scholarship programs, as part of their admission, placement, selections, etc. process, will require candidates to submit scores directly from the SAT and/or from the ACT. While many institutions, agencies and programs will accept either instrument (ACT or SAT), it is incumbent upon students and their parents to be familiar with the testing requirements of the institutions, agencies, and programs of their choice. Most college bound Seniors should have taken the SAT and/or ACT during the second semester of their Junior year, and early enough during their Senior year (if needed) to meet college, scholarship, agency, etc., deadlines. Students may take the ACT and/or SAT as many times as needed.

**Registering and Preparing:** You can register for either test on the internet (**SAT at [sat.org](http://sat.org)/register; ACT at [actstudent.org](http://actstudent.org)**). You are responsible for registering, making payment and picking out when and where you are going to take the test.

(For more information about SAT/ACT testing see College Planning in the Program of Studies Book on the Hilliard Bradley Website )

### **2019/2020 Test Dates**

#### **SAT**

August 24, 2019  
October 6, 2019  
November 2, 2019  
December 7, 2019  
March 14, 2020  
May 2, 2020  
June 6, 2020

#### **ACT**

September 14, 2019  
October 26, 2019  
December 14, 2019  
February 8, 2020  
April 4, 2020  
June 13, 2020  
July 18, 2020

## **College Representatives Visiting Hilliard Bradley High School**

In the fall, representatives from colleges and universities will make recruiting visits to Bradley. The purpose of these visits is to inform students of available program offerings and to better acquaint students with specific application procedures. Seniors may visit with 5 representatives and Juniors with 3 representatives. Parents are welcome to attend the sessions. Please call in advance to verify the schedule.

If you wish to meet with any of the schools that visit, please follow these procedures:

- Log into Naviance
- From the Colleges Home Page, students can scroll to College Visits, click on the name of the school and click the "Register" button to secure a seat. You must attend the visits you sign up for.
- You will be issued a pass the morning of the visit. This pass will list the date, name of the college and the time the representative will be here. Most college rep visits are in the guidance office unless otherwise indicated on the pass.
- You are responsible for any missed work in your classes.

### **College Campus Visits**

Seniors and Juniors are permitted up to 3 official absences during the school year to visit a college/university. Sophomores and Freshmen must have prior approval from the college counselor to take a school recognized college visit. Seniors will not be granted an official absence for a college visit after May 1st.

Upon return to school, the student must provide the attendance office with verification of the visit. A note must be presented stating the student's name and date of visit on college letterhead, signed by a college official.

### **Senior College Planning Meeting**

When: Tuesday, August 27, 2019  
Time: 6:30 p.m.  
Where: Davidson High School

Purpose: To provide students and their parents an overview and understanding of the application process for college, deadlines, local scholarships and other financial aid opportunities.

### **College Essay Seminar**

When: Wednesday, September 4, 2019  
Time: 6:30 p.m.  
Where: Davidson High School

Purpose: This seminar will help students make their college essay stand out.

### **Financial Aid Information Meeting**

When: Monday, September 26, 2019  
Time: 6:30 p.m.  
Where: Davidson High School



Purpose: To provide college bound Seniors and their parents with an overview of tips for college financial aid and the financial aid process. This will include: Hints for completing the paperwork associated with the Free Application for Federal Student Aid (FAFSA); methods of filing; ins and outs, as well as the terminology associated with the financial aid process; time saving procedures that will help minimize delays, etc.

### **Columbus Suburban College Fair**

When: Sunday, October 13, 2019  
Time: 1:00 - 3:30 p.m.  
Where: Clements Center at Otterbein University

Purpose: To offer students and their families the opportunity to explore a variety of colleges and speak directly with admissions representatives. Each college has a separate table where information is displayed and a representative is available to answer questions. Hundreds of colleges participate. Website: [www.college-fair.org](http://www.college-fair.org)

For more college related information, go to Mr. Woodford's link at:  
<http://www.hilliardschools.org/ilc/guidance/>

## Scholarships

Scholarship information will be available on Naviance, in the guidance office and/or on college, organization websites throughout the school year. Seniors and their parents are encouraged to stay up-to-date with the latest information regarding scholarships. As the school year progresses, the scholarship list will become more extensive. **Be aware of deadlines.** Many schools offer financial incentives for those who apply early.

## Local Scholarships

We are very fortunate to have scholarships that are generated from the Hilliard community. These scholarships are open to all Seniors who meet the criteria to apply. An updated list is available on Naviance, in the guidance office, on daily announcements, and on the Bradley website. These scholarship applications can be picked up in the guidance office and typically become available beginning in January. They are awarded at our Senior Scholarship night in the spring.

Sampling of Local Scholarships **usually** offered:

Hilliard Music Boosters  
Bradley Athletic Boosters  
Hilliard Alumni  
Hilliard Area Chamber of Commerce  
Hilliard Area Realtor's Association  
Hilliard Arts Council  
Hilliard Baseball Association  
Hilliard Education Association  
Hilliard Girls Softball Association  
Hilliard Kiwanis  
Hilliard Optimist Club  
Memorial Middle School Faculty  
Norwich Township Firefighters  
OAPSE Local 310  
Rotary Club Of Hilliard





# Naviance—College/Career Process

## To Log In to Naviance

Go to: [succeed.naviance.com/auth/signin](https://succeed.naviance.com/auth/signin)

Account: hilhbr (Bradley)

User Name: Bradley student ID

**Everyone should complete the Senior Profile**, found under either “What’s New” or “My Planner” tab and “Tasks Assigned to Me”

### **For those going into the workforce**

Review the “Knowledge and Skills” and “Tasks”. Can you do these things? If not, ask your teachers/counselors how you can prepare/learn these skills before graduation. You can also review wages, if you like.

How to Find Knowledge and Skills info:

Careers Tab -- Explore Careers and Clusters--- then choose from drop down menu or search by name.

### **For those interested in the military**

Have you contacted a recruiter? Scheduled your ASVAB (at Tolles or a recruitment office) View these resources through the US Armed Forces Link on the Welcome Page. We also have brochures in the guidance office.

### **For those headed to college**

A. Follow the directions in the “Common App Video” on the Welcome Page. Match Common App, if necessary.

B. Do your schools require a letter of recommendation? If so, follow these steps:

1. Ask your teachers **in person** before inviting them through Naviance.
2. Request letters through Naviance, do NOT request them through Common App!
3. School counselors will submit your transcripts, but you must have turned in your “Transcript Request/Authorization” for us to do so.
4. Be sure to go to the colleges home tab and check out the SuperMatch College Search. This is a comprehensive library of colleges and universities worldwide.

C. Make sure you select the correct type of application. Early Action vs. Early decision vs. Regular Decision. **Please be sure you know the difference. See your counselor if you have questions.**

D. **College In-School Visits:** You may also sign up for college visits when the college representatives visit your school. This is a great opportunity to ask questions and become familiar with what a college has to offer. See Page 6 for information on how to sign up for the visits.

With any other questions, please do not hesitate to contact the guidance office. Mrs. Barie and the counselors are available to help you.

# GRADUATION!!!!

## Graduation Cap and Gown and Announcements

Every student must wear the appropriate cap and gown to participate in the graduation ceremony. Jostens is our cap and gown provider. They also provide numerous other “graduation” items like, announcements, key rings, jewelry, graduation party invitations, etc. for sale.

**When:** Tuesday, October 15, 2019

**Where:** Hilliard Bradley High School Performing Arts Center

**Time:** 3rd period

Jostens  
831B Grandview Avenue  
Columbus, Ohio 43215  
(614) 488-6480  
Website: Jostens.com



## Graduation Rehearsal:

**When:** Wednesday, May 20, 2020

**Where:** Hilliard Bradley High School Fieldhouse

**Time:** 10:00 - 11:30 a.m.

Seniors must be at graduation rehearsal to participate in the graduation ceremony. Seniors are required to be there the entire time. There will be no early release for work or social reasons. Please plan accordingly.

## Graduation Ceremony:

**When:** Thursday, May 21, 2020

**Where:** Value City Arena Schottenstein Center  
555 Borror Drive  
Columbus, Ohio

**Time:** 7:00 p.m.



Our “Senior Spring Letter” detailing graduation and all other Senior activities will be available following spring break 2020.