FRESHMEN HANDBOOK
2019-2020
Gaylord Fight Song

Gaylord High, down the field
Never yield, raise high your shield
March on to victory for Gaylord High

In the maize and blue
Oh, Gaylord High we’re for you

Here for you
To cheer for you

We have no fear for you
Oh, Gaylord High

Go Blue Go
GETTING STARTED IN HIGH SCHOOL

Welcome to Gaylord High School! Many things may be going through your mind as you prepare to enter the 9th grade. You may be overwhelmed by the size of your new building, the desire to make new friends, the worry of academic success or failure and graduation requirements, creating positive relationships and a winning self-esteem, and just trying to find out what you need to do to survive your first year in high school. We want to help you be successful in your classes and in transitioning from middle school to high school.

Here at GHS, you will be involved in various academic, community, and social activities. Each of these activities will provide you with a wealth of experience and help you clarify your interests, goals, and plans for the future. Active involvement in high school is one key to a successful and rewarding high school experience.

Get involved, take charge, and become the best student you can be. As you and your parents plan your program, your professional school counselor is available to help you every step of the way.

This hand book is designed to provide you with information about time management and study skills improvement, decision making, career information, college planning, and college admission tests. Getting started with an assignment or work can sometimes be a problem. However, if you put into practice ideas from this booklet, you may find that your high school years will be more rewarding! Please ask your counselor for additional materials or clarification about information in this handbook.
GETTING HELP

On this page, you will find the most frequent questions that freshmen ask:

“I’m Having a Conflict With Another Student. Who Can Help Me?”
The assistant principals and counselors are available for students who need help with this.

“My Locker Does Not Work Right.”
Go to the main office for assistance.

“I Was Late Getting To School.”
“Tardy” is being late to class less than five minutes (Ten minutes during first hour). Arriving after that will be recorded as an absence. Students who arrive to school after 1st hour has begun must sign in at the Attendance office to obtain a pass that will admit them into class.

“What if I have to leave school during the day?”
If a student must leave during the school day, a parent must call the Attendance office, and the student must sign out prior to leaving in order to be excused. If returning, the student must sign back in at the Attendance office.

“I am an athlete. What are my attendance requirements?”
- Athletes are required to be in school the entire day to be eligible to participate in practices or games.
- Pre-arranged absences for funeral, medical appointment, field trip or other school approved activity must be turned in to the Athletic office prior to absence.
- You are responsible to get any missed work and make up any tests/quizzes.

“What Do I Do If I’m Absent?”
To excuse an absence, it is the student’s responsibility to have:
- A parent or guardian call the Attendance office within 24 hours (731-0959 x 1202)
- A call made during regular school hours or to the 24 hour answering machine
- Written notes from home will not be accepted
- Although absences will be classified as excused or unexcused, the total number of accumulated absences cannot exceed 12 per semester per class.

“Where Do I Go For ...?”
4-year plan, Financial Aid, Personal Concerns, Scholarship Information, Summer School, Military Recruiters, College Information, Testing, Tutoring, Career Fairs, Registration Information, Foreign Exchange Program
Answer: Your Counselor

Who is my counselor? How do I set up an appointment to see my counselor?
Your counselor is assigned alphabetically (see below). To set up an appointment with your counselor you need to talk to the secretary either before school, during lunchtime or after school.

A – G
MRS. SOMERVILLE

H – O
MRS. ECKSTEIN

P – Z
MR. HERVELA
ACADEMIC EXPECTATIONS

- Attend class every day - Be in all your classes every day! Studies show us that those who do well in classes most often miss very few classes each semester. (A semester is half of the school year- September-January and January to June).

- Bring materials to class - Always take proper materials to class with you. Your teacher will tell you what you need for class. A builder does not go to his job without a hammer, nails, lumber, a tape measure, and numerous other tools. You are building your educational background; so you need to take your tools to the job!

- Complete all make-up work on time. Keep up the homework assignments and turn in projects and assignments on time. Semester grades are based on tests, homework, special projects and an exam.

- Demonstrate personal organizational skills, such as record keeping, time-management, homework habits/responsibilities, note-taking skills, and basic listening skills. You should have a planner to write down your assignments and to take notes from what the teacher says. Staying organized will help you complete all your assignments on time.

- The following are areas that you need to develop to be successful in school and life after high school:
  - Use the English language in both oral and written communication.
  - Read additional books and/or magazines outside of school to supplement vocabulary.
  - Apply knowledge to new situations.
  - Use concentration powers.
  - Increase library skills.
  - Increase basic keyboarding skills.
  - Strengthen math skills - such as the ability to work with fractions, percentage, decimals, algebra and geometry, and averaging.
  - Review all materials to prepare for special projects or tests.
  - If you feel any of these may be problems for you, contact your school counselor so we can work on any areas where you need help. You may also need to go see teachers before or after school for some extra help.

Jaylord High School
Freshman Timeline & Checklist

First Semester

_____ Develop a serious attitude toward your studies. Grade point average and class rank are important considerations for your acceptance into most colleges.

_____ Develop good study habits. If you find yourself struggling with your studies at any point during your freshman year, first consult with your teacher, and then check with the Counseling Office for study skills assistance and for peer tutoring.

_____ Set personal goals for academic achievement. Evaluate and re-assess your goals frequently. Ensure that you are actively working toward your goals.

_____ Plan ahead for major project deadlines and your semester exams.

_____ Read the daily announcements and watch for special programs available for freshmen.

_____ Select extra-curricular activities, clubs and organizations that interest you and GET INVOLVED!

_____ Plan your involvement in extra-curricular, class, and community activities purposefully. Your resume becomes very important as your apply for jobs, special programs, post-secondary schools and scholarships.

_____ Encourage your parents to attend Parent-Teacher Conferences so that they will become familiar with your class schedule, teachers, and the school.

_____ Remember – the Counseling Office is here to help you in any way they can. Contact your counselor if you have any concerns – personal or educational.
Second Semester

_____ Visit the Counseling Office and become familiar with the reference materials available for career and post-secondary exploration.

_____ Visit with people employed in your occupational interest area. Ask questions about actual job tasks, training required, helpful skills, advantages and disadvantages, employment opportunities, advancement, etc.

_____ Make a list of post-secondary schools to which you may want to apply. Check the entrance requirements of the schools and make sure you select appropriate course work for next year.

_____ Begin your course selection process for next year. Review the graduation requirements. Select courses for next year that are compatible with your college and career goals.

_____ Review your academic skills with your counselor and teachers to identify any areas that need improvement. Consideration should be given to any deficiencies as your register for the next school year.

_____ Discuss your educational goals and 4-year plan with your parents.

_____ You will be taking standardized tests along with the 10th and 11th graders. Do your best! The results will provide additional information regarding your academic strengths, as well as identify areas that you may want to improve upon.

_____ Plan ahead for major project deadlines and your semester exams.

_____ Read as much and as widely as you can during the summer. Set aside time for reading every day. A wide variety of reading material will benefit you in your course work next year.
### Gaylord High School

**Credit Requirements**

**Required for Graduation**
Students must complete 8 full semesters in order to be eligible for graduation.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong>-Grade 9 (1 cr.), English 10 (1 cr.), English 11 (1 cr.), English 12 (1 cr.)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social Studies</strong>-American History (1 cr.), Government/Economics (1 cr.), World History (1 cr.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Science</strong>- Biology (1 cr.), Chemistry, Living Chemistry, Physics, or Conceptual Physics (1 cr.), 1 Elective (1 cr.)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Mathematics</strong>- Algebra 1 (1 cr.), Geometry (1cr.), Algebra 2 (1 cr.), 1 Elective (1 cr.)</td>
<td>4</td>
</tr>
<tr>
<td><em>ALL students must take a math class during their senior year</em></td>
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</tr>
<tr>
<td><strong>Visual, Performing &amp; Applied Arts</strong></td>
<td>1</td>
</tr>
<tr>
<td><em><em>Physical Education</em> and Health</em>* (.5 cr. and .5 cr.)</td>
<td>1</td>
</tr>
<tr>
<td><strong>World Languages</strong>**</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Credits for Michigan Merit Curriculum: 18

**Additional credits required for graduation (electives, vocational, other core classes, etc.)**

<table>
<thead>
<tr>
<th>Credits</th>
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<tr>
<td>3</td>
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Total credits required to graduate: 21 credits

*Students who participate in one high school sanctioned sport offered by Gaylord Community Schools may be granted a .5 physical education credit starting in the fall of 2015. This credit does not meet the .5 health credit and can only be granted once. Successful completion of the sport will be determined by the principal or his/her designee. Credit will be granted on a credit/no credit basis and must be completed prior to January 31 of their senior year.

**Students graduating in 2016, 2017, 2018, 2019, or 2020, may substitute the 2nd World Language credit with either an additional Virtual, Performing & Applied Arts course, or by completing a formal CTE program.
Four-Year Plan Recommendation

**Freshmen**

- Get involved in extra-curricular activities at school and within the community (log your hours)
- Familiarize yourself with college and career resources
- Look at specific college prep programs (Khan Academy)
- Decide on a career pathway using the curriculum guide
- Outline classes you want to take during high school
- Develop good study habits and organizational skills

**Sophomores**

- Find ways to improve your grade point average if needed
- Discuss financing college or technical school
- Take a career interest survey
- Continue researching colleges; attend College Night
- Prepare for the SAT
- Update your outline of classes to take at high School

**Juniors**

- Consider taking Advanced Placement courses
- Make college visits and meet with college reps that come to the school
- Take the M-Step (M-Step test, SAT, and ACT WorkKeys – required for graduation)
- Attend Financial Aid Night
- Attend College Night
- Meet with military recruiters; take the ASVAB
- Take challenging courses and keep your grade point average up

**Seniors**

- Double check graduation requirements
- Apply to colleges
- Check the scholarship bulletin board weekly and listen to announcements
- Pay attention to deadlines for graduation materials, college applications, scholarships, etc.
- Check dates for the SAT if you want to take it again
- Fill out the FAFSA for State and Federal Aid
- Take the Advanced Placement tests
How to Get Along in High School

1. Smile.
2. Be yourself.
3. Accept others and be open-minded.
4. Listen to what others have to say.
5. Don’t gossip.
6. Treat others the way you want to be treated.
7. Be nice to everybody.
9. Don’t worry about what others think of you.
10. Be happy.

If you have a conflict with another student:

**DO**

- Seek help from your counselor
- Talk to a trusted adult – parent, counselor, teacher, or administrator
- Use good communication skills to resolve the problem

**Don’t**

- Stir up more trouble by involving your friends.
- Keep the issue bottled up inside you.
- Create larger problem through inappropriate actions and words

Use the ABCD Process if you are going to resolve your own conflicts:

A. **Active listening.** Listen carefully and restate in your own words what the other person is saying. Listen especially for how the person is feeling.
B. **Brainstorm.** Both students can come up with as many good ideas as they can to solve the problem. Ideas are not judged. The goal is to resolve issues.
C. **Choose an idea.** Both people agree on idea or combination of ideas.
D. **Details.** The “who, what, when, where, and how” must all be spelled out very specifically so the idea will work.

*Remember: You don’t have to attend every drama to which you are invited.*
Ten Tips for Doing Your Homework

1. Have an assignment book.
2. Write each assignment in your assignment book when it is given.
3. Leverage Technology to help you
   - Stay organized
   - Complete your work accurately
   - Submit your work
4. Ask your teachers questions to make sure you understand the assignment.
5. Take home your assignment book and the books needed for your assignments.
6. Plan time to do your homework.
7. Find a place to do your homework where you have a good light, a straight chair, and a table or a desk. It should be a quiet place.
8. Check your homework. Ask your parents to check it too.
9. After you have finished your homework, put it in a place where you can find it quickly in the morning.
10. Take your homework to school and turn it in on time.
<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>8/21/2019</td>
<td>Test Out, 9:00 - 11:00 am</td>
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<tr>
<td>8/27/2019</td>
<td>Teachers Return</td>
</tr>
<tr>
<td>8/28/2019</td>
<td>Grades 10-12 Schedule pick-up &amp; pictures, 8:00-11:00 am &amp; 12:00-3:00 pm</td>
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<tr>
<td>8/28/2019</td>
<td>Freshman Orientation, 1:00 - 3:00 pm</td>
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<tr>
<td>9/3/2019</td>
<td>First Day of School</td>
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<tr>
<td>9/5/2019</td>
<td>Drama Club - Informational Meeting, 3:00 - 4:00 pm</td>
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<tr>
<td>9/9-12/2019</td>
<td><em>No Signs of Intelligent Life</em> Auditions, 3:00 - 6:00 pm</td>
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<tr>
<td>9/23/2019</td>
<td>Financial Aid Night, 6:00 pm - Media Center</td>
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<tr>
<td>10/1/2019</td>
<td>Talent Show Auditions, 3:00 - 7:00 pm</td>
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<tr>
<td>10/4/2019</td>
<td>Homecoming Game</td>
</tr>
<tr>
<td>10/5/2019</td>
<td>Homecoming Dance at GHS, 7:30 - 10:30 pm</td>
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<tr>
<td>10/8/2019</td>
<td>Sophomore Ring Meeting, 2:00 pm</td>
</tr>
<tr>
<td>10/10/2019</td>
<td>Sophomore Ring Orders during both lunches and 5:00 - 6:00 pm</td>
</tr>
<tr>
<td>10/11/2019</td>
<td>Sophomore Ring Orders during both lunches</td>
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<tr>
<td>10/14/2019</td>
<td>TC Marching Band Expo</td>
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<tr>
<td>10/16/2019</td>
<td>Talent Show - Dress Rehearsal, 3:00 - 4:00 pm</td>
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<tr>
<td>10/17/2019</td>
<td>Talent Show, 6:00 pm</td>
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<tr>
<td>10/24/2019</td>
<td>Cause for Paws, 7:00 pm</td>
</tr>
<tr>
<td>10/28/2019</td>
<td>Fall Choir Concert, 7:00 pm</td>
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<tr>
<td>11/1/2019</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>11/4/2019</td>
<td>Jostens' Senior Meeting, 2:00 pm</td>
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<tr>
<td>11/7/2019</td>
<td>Parent/Teacher Conferences, 5:00 - 7:30 pm</td>
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<tr>
<td>11/7/2019</td>
<td><em>No Signs of Intelligent Life</em> - Family Night, 6:00 pm</td>
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<tr>
<td>11/8/2019</td>
<td>Senior Order Day (Jostens), during both lunches</td>
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<tr>
<td>11/8-9/2019</td>
<td><em>No Signs of Intelligent Life</em>, 7:00 pm</td>
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<tr>
<td>11/10/2019</td>
<td><em>No Signs of Intelligent Life</em> - Matinee, 2:00 pm</td>
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<tr>
<td>11/15/2019</td>
<td>No School - Firearm Safety Day</td>
</tr>
<tr>
<td>11/26/2019</td>
<td>MedOcc Blood Drive, 8:00 am - 2:00 pm</td>
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<tr>
<td>11/28-29/2019</td>
<td>No School - Thanksgiving Break</td>
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<tr>
<td>12/2-5/2019</td>
<td><em>Newsies</em> Auditions, 3:00 - 6:00 pm</td>
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<tr>
<td>12/16/2019</td>
<td>Band Concert, 7:00 pm</td>
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<tr>
<td>12/17/2019</td>
<td>Choir Concert, 7:00 pm</td>
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<tr>
<td>12/23-1/3/2020</td>
<td>No School - Holiday Break</td>
</tr>
<tr>
<td>1/6/2020</td>
<td>School Resumes</td>
</tr>
<tr>
<td>1/15/2020</td>
<td>Test Out, 9:00 am</td>
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<tr>
<td>1/18/2020</td>
<td>Snowcoming Dance, 7:30 - 10:30 pm</td>
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<tr>
<td>1/23-24/2020</td>
<td>First Semester Exams</td>
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<tr>
<td>1/24/2020</td>
<td>End of First Semester</td>
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<tr>
<td>1/27/2020</td>
<td>Parent Scheduling Info Meeting - Incoming 9th graders., 6:00 pm</td>
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<tr>
<td>1/28/2020</td>
<td>Blood Drive, 8:00 - 2:00 pm</td>
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<tr>
<td>1/30/2020</td>
<td>ASVAB Test, 8:00 am</td>
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<tr>
<td>2/6-7/2020</td>
<td>Staff Play, 7:00 pm</td>
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<tr>
<td>2/19-21/2020</td>
<td>Registration for 20-21</td>
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<tr>
<td>2/25/2020</td>
<td>District Choir Festival at GHS, 8:00 - 4:00 pm</td>
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<tr>
<td>3/5/2020</td>
<td><em>Newsies</em> - Family Night, 6:00 pm</td>
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<tr>
<td>3/6-7/2020</td>
<td><em>Newsies</em>, 7:00 pm</td>
</tr>
<tr>
<td>3/8/2020</td>
<td><em>Newsies</em> - Matinee, 2:00 pm</td>
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</tbody>
</table>
3/11-14/2020   Robotics
3/17/2020   Spring Talent Show Auditions
3/19/2020   Career Day, 8:00-3:00 pm
3/19/2020   College Night, 6:00 - 7:30 pm
3/23-27/2020   No School - Spring Break
3/31/2020   Talent Show - Dress Rehearsal, 3:00 - 4:00 pm
4/1/2020   Spring Talent Show
4/7/2020   Testing Registration
4/10/2020   End of Third Quarter
4/10/2020   Good Friday, No School
4/14-16/2020   PSAT
4/14/2020   SAT
4/15/2020   ACT/WorkKeys
4/17/2020   MSTEP
4/20/2020   National Honors Society Inductions, 7:00 pm
4/22/2020   Blood Drive, 8:00 - 2:00 pm
4/28/2020   SAT Make-up
4/29/2020   ACT/WorkKeys Make-up
5/1/2020   State Band Solo and Ensemble Festival
5/2/2020   Prom, 8:30 - 11:30 pm
5/4-15/2020   AP Testing
5/12/2020   Spring Band Concert, 7:00 pm
5/13/2020   Junior/Senior Banquet, 6:30 pm
5/18/2020   Honors Convocation - E-Free Church, 7:00 pm
5/20/2020   Band Banquet
5/21/2020   Spring Choir Concert, 7:00 pm
5/22/2020   Senior's Last Day - Senior Walk
5/25/2020   Memorial Day, No School
5/27/2020   Scholarship Night, 7:00 pm
5/29/2020   Graduation, 7:00 pm
6/9-12/2020   Final Exams
6/12/2020   Last Day of School - Tentative

**Some event dates are subject to change**

Rev 8/26/2019