

## Student Registration Information for Greenfield-Central High School Students

July 8, 2016

Dear G-CHS Parent,

The faculty and staff are looking forward to another great year at Greenfield-Central High School. Please take the time to read this letter carefully as there are several important items that will help ensure a smooth start to the new school year for all of us!

The first day of school will be **Monday, Aug. 1**. All students are asked to report to the gym by 8:30 a.m. for an all-school program.

**G-CHS Main Offices will be closed from July 1 at noon until July 18 at 8 a.m.**

### Registration/Student MacBook Distribution:

Students will again be assigned a MacBook this year as we continue Digital Learning. **Students will need to be registered in PowerSchool before coming in to pick up their MacBook at their assigned time. On-line Registration will open in PowerSchool by noon, Monday, July 18, and this process must be done prior to your student's MacBook distribution.** It is important that you carefully check all areas of On-line Registration to ensure your information is current for school use. If you are unable to register prior to your MacBook distribution date, parents may register at the beginning of the distribution process at GCHS in the Cougar Cafe. **Only parents of incoming freshmen and new students are required to attend MacBook distribution.** Students and parents are also welcome to tour the building after getting their MacBook. Locker and locker combination information is available in PowerSchool in the same window as your schedule. Also, the first week of school, "Digital Learning Boot Camp" will take place daily to orient students to the computers and digital learning handbook/expectations. If you are unable to receive your MacBook on the assigned date, please contact Brent Oliver via email at [boliver@gcsc.k12.in.us](mailto:boliver@gcsc.k12.in.us).

### Distribution Dates and Times:

Last Names A- E	July 25, 2:30 - 7 p.m.
Last Names F- L	July 26, 2:30 - 7 p.m.
Last Names M - Sq	July 27, 2:30 - 7 p.m.
Last Names St - Z, New Students	July 28, 2:30 - 7 p.m.

### School Year Student Pick-up Procedures

Due to safety concerns and the need for emergency vehicles accessing the East Lot, we have implemented the following changes for student pick-up at the end of the school day:

- Broadway Main Entrance/East Lot - Limited to the first 30 cars to arrive - this area will be police monitored.
- Stadium/Cougar Drives/North Lot - Please pull up to the next available spot as cars move along the curb
- Cougar Court off Franklin/Fieldhouse Lot - Park along curb and not on the concrete sidewalks. Cars picking up students can also park in any unmarked parking space in this lot.

### Important Items of Note:

#### Class Selection Information:

**Schedules will be official August 1, the first day of school.** School Counselors will still make adjustments as needed to schedules until the first day of school. *Schedule changes will only be made if there was a mistake or if graduation requirements are affected.* Please contact the Counseling Office at extension 34203 or [jajones@gcsc.k12.in.us](mailto:jajones@gcsc.k12.in.us) if this is the case. Please provide detailed information about your concerns.

### **Medical Information:**

Students with medical conditions that require special medical attention must have an *Emergency Care Plan* on file with the school health assistant. Students requiring medication at school must have the proper paperwork on file along with the medication. These forms can be found at [http://gchs.gcsc.k12.in.us/?page\\_id=11635](http://gchs.gcsc.k12.in.us/?page_id=11635). **Any medications, along with the Request and Authorization to Administer Medication form, should be brought to the school by the parent on the same day the parent and student attend MacBook distribution.**

All seniors must have a second meningitis vaccine to be current on their immunizations. If you have not already provided documentation of this vaccine, you must do so prior to the first day of school.

### **Student Registration Information:**

All students at Greenfield-Central HS must be registered in PowerSchool before they receive their MacBook. The PowerSchool registration portal will be accessible **July 18 by noon**. All school offices will be open from 8 a.m. – 3 p.m. starting July 18.

### **Course Fees Information:**

Billing statements will be mailed home after **August 26** due to scheduling changes after the beginning of school. All fees must be paid no later than **September 30**. Fees can be paid with cash/check at the school.

### **ECA/Athletic Participation Forms Online**

G-CHS has moved to an online forum for registering your student to participate in athletics/extra-curricular activities. All students should visit <https://greenfield-central.rankonesport.com> to access the required forms.

You will need your student ID Number in order to complete the form. There are four forms listed on the website (you will only need to complete one form based on your student's school/activity level):

1. Greenfield Central High School Online Signature Form (High School athletes)
2. Greenfield Central Junior High School Online Signature Form (Junior High School athletes)
3. Greenfield Central Junior High School ECA/Clubs Online Signature Form (Junior High ECA/Clubs)
4. Greenfield-Central High School ECA Online Signature Form (for those not in athletics but involved in Band or any other Extra-Curricular Activity, as well as those planning to park on school grounds)

Please complete the correct form for your student's activity. If you compete in Athletics you will need to complete the Athletic Form; if you participate in ECAs or plan to park on school grounds you will need to complete the ECA form. Once you've completed the form, you will receive an email confirming the form has been received and accepted. You do not need to contact the office for confirmation.

### **Miscellaneous Information**

1. **Textbook Fees** are available on the GCCSC Website.
2. **Student Pictures** will be taken in English classes **Wednesday, August 10 and Thursday, August 11**. Packets will be distributed to all underclassmen after school begins.
3. **Yearbooks** covering the 2015-2016 school year will be available after school starts. Please listen to announcements for distribution information.
4. **Meet the Teacher Night** will be **Thursday, August 18, 7 – 9 p.m.** at Greenfield-Central High School. Please plan to attend and meet your student's teachers.
5. **Homecoming Week** will be the week of Sept. 6-10.
6. **Volunteers** are always welcome at Greenfield-Central High School. Adults are needed to assist with front office duties as well as tutoring in the Cougar Café. Please contact Mrs. Coleman at ext. 34104 or [coleman@gcsc.k12.in.us](mailto:coleman@gcsc.k12.in.us) if you are interested.
7. **Student Athletes** must have a completed pre-participation physical and completed online signature page through RankOne on file in the Athletic Office to be able to condition/try out for a sport. Physical forms are available on the Athletic Webpage under Cougar HQ Tab. Physicals forms are active from April 1, 2016 to the end of the 2016-2017 school year. Contact ConnieJo Harris at 462-9211, ext. 34300 with questions.

Thank you in advance for your prompt attention to this information. We are constantly looking to improve our process. Please do not hesitate to contact the school should you need assistance.

*Sincerely,*

*Steve Bryant, Principal*

## Information to Ensure Your Student is Properly Registered at Greenfield-Central High School

Log onto PowerSchool (<https://powerschool.gcsc.k12.in.us>).

- ***If your student has been previously enrolled in a Greenfield-Central Corporation school***, you will use the same login and password information created in previous years. Do not use your student's login information. There are two separate portals.
- ***If you have forgotten your login/password information***, please follow the steps on the PowerSchool login page by clicking "Forgot Username or Password?"
- ***If your student is new to Greenfield-Central Schools***, you will be given your log-in info during the Registration/Enrollment Process.

Once you have logged in to PowerSchool, you will be required to complete the following pages, even if there are no changes. It is important that information is current so that you receive school information throughout the year.

- Student Demographics
- Student Medical
- Alert Now
- Medical/Transportation
- Emergency Dismissal/Info Release/Book Rental

Items that should be accessed under the REGISTRATION tab at <http://gchs.gcsc.k12.in.us>

### General Information

- MacBook Insurance Information
- Handbook Policy Information
- 2016-2017 GC Balanced Calendar
- 2016-2017 Grading Periods, Grading Scale and Daily Schedule
- 2016-2017 Meal Prices
- Random Drug Testing Information and Procedures
- Student Parking Information and Form 2016-2017

### Athletic Information

- Season Ticket and Pass Prices 2016-2017
- Booster Club Membership Application 2016-2017
- IHSAA Official Start Dates for 2016-2017
- Concussion Fact Sheet
- GCSC Athletic Paperwork 2016-2017 Parent Flyer

### Medical Information

- Over the Counter Medication Form 5330 F1b 2016-2017 – should be printed, completed and turned in with the medication
- Grades 7-12 Self Carry OTC Medication Form 5330 F1c 2016-2017 – should be printed, completed and turned in
- Prescription Medication Form 5330 F1 2016-2017 – should be printed, completed and turned in
- Emergency Care Plan (ECP) - an ECP should be completed for any student with asthma, severe allergies, seizures, or other serious medical conditions. Contact Dawn Hanson, corporation nurse, at 477-4601 with questions.