

# Greenfield Central Junior High School

"A Great Place to Learn"

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## Registration Information for Greenfield Central Junior High School Students

**July 17, 2017**

Dear GCJHS Parent,

The staff is looking forward to another great year at Greenfield Central Junior High School. There is a lot of information that you need to know coming into the new school year. Please note the important dates and times to ensure a smooth start to the new school year!

The first day of school will be **Wednesday, August. 2**. All students are asked to report to their first period class by 8:35 a.m.

### Registration/Student MacBook Distribution:

Students will be assigned a MacBook this year as we continue 1:1 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 Thursday, July 20, and this process must be done prior to MacBook distribution.** If you are unable to register prior to your MacBook distribution date, you may register at the beginning of the distribution process at GCJHS.

The MacBook distribution will have several stations that students and parents will need to go through in order to be ready for the first day of school. Please enter through the Main Entrance (facing Franklin Street) to begin the process. Each student will need an iTunes account (this can be created by a parent.) Technology assistants will be available to assist families who need to create an account. Insurance for the MacBooks is highly recommended and will be available during the distribution times for around \$50. Registration fees can be paid at this time as well. Students and parents are also welcome to tour the building after getting their MacBook. Students will be given their schedule, locker number and locker combination during distribution. 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.

### Distribution Dates and Times:

Last Names A- E	July 24, 3:30 - 6:30 p.m.	<b>Parents are required to attend with students</b>
Last Names F- L	July 25, 3:30 - 6:30 p.m.	<b>Parents are required to attend with students</b>
Last Names M - Sq	July 26, 3:30 - 6:30 p.m.	<b>Parents are required to attend with students</b>
Last Names Sr - Z	July 27, 3:30 - 6:30 p.m.	<b>Parents are required to attend with students</b>

If you are unable to receive your MacBook on the assigned date, please contact Patty Scott at 477-4616 or email at [pscott@gcsc.k12.in.us](mailto:pscott@gcsc.k12.in.us).

### Important Items of Note:

**Textbook Rental:** You can pay your child's textbook rental during MacBook Rollout. **7th grade fee is \$150.62. 8th grade fee is \$149.05.** These fees cover the MacBook rental, as well as classroom labs and consumables.

**Online payment fees:** Textbook rental, MacBook insurance and athletic fees can be paid online using a credit/debit card on [ezschoolpay.com](http://ezschoolpay.com) (there is a small processing fee.)

**Medical Information:** Students with medical conditions that require special medical attention must have an *Emergency Care Plan* on file with the school health assistant. Contact the school if you have any questions. Any

medications, along with the *Request and Authorization to Administer Medication* form, should be brought to the school clinic during Registration.

**If your student requires medication to be given at school**, the proper form must be completed and signed by a physician and parent. Form 5330 F1 is for prescription medication, and Form 5330 F1B is for over-the-counter medication. If you would like for your child to be permitted to carry a one day's dose of over the counter medication, then Form 5330 F1C must be completed and signed by the parent, the student, and health clinic personnel. Please see each form for further requirements regarding medication usage at school. These forms can be accessed under the Quick Links tab on the GCJHS website.

**Lunch Accounts:** *Please remember to check your child's lunch account regularly. The standard tray lunch will cost \$2.75, and there are ala carte items for students to purchase as well. (Hungry adolescents can spend lunch money fast, so this is a good time to talk about budgeting their money.) The cashiers remind students when accounts are getting low and you will receive a "low balance" email. Parents can log in to <https://www.ezschooldpay.com> to view balances and add money to the account, and students can also make deposits into their accounts with cash or check in the lunch line. Students in grades 7-12 are not allowed to charge their lunches.*

### **Student Registration Information:**

All students at Greenfield Central Junior High School must be registered in PowerSchool before they receive their MacBook. Please see the checklist to ensure you have properly registered your student for the 2017-2018 school year. The PowerSchool registration portal will be accessible **July 20**. The school office is now open from 8 a.m. – 3 p.m.

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

GCJHS 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 activity):

1. Greenfield Central Junior High Athletics Online Signature Form OR
2. Greenfield Central Junior High ECA and Clubs Online Signature Form (for those not in athletics but involved in Band or any other Extra-Curricular Activity)

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 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.

### **Athletic Physicals**

**Student Athletes** must have a completed pre-participation physical on file in the school office, and complete the online signature page through RankOne, to be able to condition/try out for a sport. Physical forms are available through the following link: <http://gcjhsathletics.weebly.com/important-documents.html>. Physicals forms are active from April 1, 2017 to the end of the 2017-2018 school year, and they must meet the following requirements: the physician's signature (MD or DO) must be hand-written, the physician's signature and license number must be on pg. 2, the parent and student must sign in the appropriate spaces on pgs. 1 and 4. Contact our athletic director, Jeff Sincroft, with any questions ([jsincroft@gcsc.k12.in.us](mailto:jsincroft@gcsc.k12.in.us))

### **Miscellaneous Information**

1. **Meet the Teachers Night** will be **Thursday, August 3, 7:00 – 8:00 p.m.** at Greenfield Central Junior High School. Please plan to attend and meet your child's teachers.
2. **8th Grade trip to Washington, D.C.** informational meeting will be **Thursday, August 3 6:00- 6:45p.m.**
3. **PTO-** Our Parent Teacher Organization is 501c3 certified (non-profit) and meets monthly. If you are interested in joining, email [bgreene@gcsc.k12.in.us](mailto:bgreene@gcsc.k12.in.us)

*Sincerely,*

*Dan Jack, Principal*

## Checklist to Ensure Your Student is Properly Registered at Greenfield Central Jr. High School

### PowerSchool Registration Steps

- \_\_\_\_\_ Log onto PowerSchool from the Greenfield Central Junior High School website. The PowerSchool button is located on the parent resources page.  
***\*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 "Having Trouble Signing In?"  
***\*If your student is new to Greenfield-Central Schools,*** you will be provided access information after meeting with a counselor.
- \_\_\_\_\_ Once you have logged in to PowerSchool, complete the following pages, even if there are no changes. Please ensure that you click "Submit" at the bottom of each page. If you do not hit Submit, your student will not be properly registered at Greenfield-Central High School.
- \_\_\_\_\_ **Make changes to Demographics Page.** Please ensure that a primary email address appears in the "Guardian email" box on this page. Even if there are no changes, access this page and click "Submit."
- \_\_\_\_\_ **Make changes to Emergency Medical Page.** Even if there are no changes, access this page and click "Submit."
- \_\_\_\_\_ **Make changes to Alert Now Page.** Even if there are no changes, access this page and click "Submit."

### Items that can be accessed under the REGISTRATION tab

#### General Information

- 2017-2018 High School Textbook Fees - Reference Corporation Website
- Handbook Policy Information
- 2017-2018 GC Balanced Calendar
- 2017-2018 Grading Periods, Grading Scale and Daily Schedule
- 2017-2018 Meal Prices
- Random Drug Testing Information and Procedures

#### Medical Information

- Over the Counter Medication Form 5330 F1b – should be printed, completed and turned in with the medication
- Grades 7-12 Self Carry OTC Medication Form 5330 F1c – should be printed, completed and turned in
- Prescription Medication Form 5330 F1 – should be printed, completed and turned in
- Emergency Care Plan – Forms available for asthma, severe allergies, seizures, and other medical concerns should complete the Medical Condition Emergency Care Plan 2017 -2018 (contact Dawn Hanson at 477-4601 with questions)