

GREENFIELD CENTRAL JUNIOR HIGH SCHOOL



1440. N. Franklin St.
Greenfield, IN 46140
Phone (317) 477-4616
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Dan Jack – Principal
Elizabeth Fortuna – School Counselor

Jeff Sincroft – Assistant Principal
Rebecca Smith – School Counselor

Welcome to Greenfield Central Junior High School!

This document contains important information for parents and students for the upcoming school year. For further information, or for complete rules/guidelines, see the GCJHS Student Handbook, visit our school website (<http://gcjhs.gcsc.k12.in.us/>), follow us on Twitter (GCJHS_principal and GCJrHighAP), find us on Facebook, or call the main office at 477-4616.

- Student day – The student day is from 8:35 a.m. to 3:25 p.m. Buses will begin dropping off students at the school around 8:20.
- Absences from school – If your student is absent from school, please call the main office at 477-4616 before 9:15 a.m. A doctor's (or other office visit) note with the specific dates the student was under the physician's care will excuse the days counted against the student's attendance record.
- Earning high school credit – HS credit will be available for those students taking Algebra 1, Geometry, Spanish 1, Biology 1, and Preparing for College and Careers.
- Athletics – We have several reminders pertaining to athletics:
 - GCJHS sponsored sports will be exclusive to 7th and 8th grade students only.
 - A current physical must be on file in the school office before a student can participate in practice (dated on or after April 1)
 - There is a \$50 Transportation Fee (one time per year) and a \$50 Athletic Fee per sport that will be required for eligibility.
 - There is a \$10 Activity Fee for students wishing to participate in any club.
 - Grades will be checked weekly to determine athletic eligibility.

Frequently used terms:

- Student Services Office – This is the office students visit to meet with a counselor or administrator, pick up bus passes, get information about school activities, etc.
- Focus – A free opportunity for students to work on homework, get caught up with missing assignments, or get help with work. Focus is held every morning, from 7:30-8:30, in room B151. Students can be scheduled for Focus by contacting a teacher, or they can be “assigned” to Focus if they have too many missing assignments.
- Closed Lunch – This is lunch detention. Students report to the cafeteria to get their food and are then sent to the closed lunch room for the remainder of the lunch period. Students can be assigned to Closed Lunch by any administrator, teacher, or staff member.
- GLC – This is in-school suspension. It is held in the same room as Closed Lunch. Students report to the room at 8:35 with all of their textbooks/materials. Work is brought down from each class for students to complete. GLC is assigned by administrators.

Frequently asked questions:

- When will I know my schedule? *Schedules will be available through PowerSchool around the time of registration.*
- Where do I get information about athletics? *For required documents, and schedules, you can visit the GCJHS Athletics website (accessible from the GCJHS homepage). A lot of athletic information is located in Student Services. For specific questions, you can contact Mr. Sincroft.*
- Which guidance counselor should I visit? *Mrs. Fortuna will be assigned students whose last names begin with A-K, and Mrs. Smith will be assigned students whose last name begins with L-Z. When a student's counselor is not available, it is ok for them to meet with the other counselor.*
- Who do I contact if I have a question/concern about a class or grade? *You should start by contacting the teacher of that class, because they will be most familiar with the details of the issue. If you need additional assistance, you should contact your student's counselor, followed by an administrator.*
- Where are students dropped off/picked up from school? *Student drop off/pick up by parents should always take place at Door 1 (main entrance on the East side of the building). Students can enter the building at 8:20 a.m.*
- How does bus drop off/pick up work? *GCJHS has two rounds of buses in the morning. In the morning, the first round of buses releases students into the building at 8:20. The second round releases students as they arrive at the school. In the afternoon, the first round of buses leaves the parking lot at 3:32 (7 minutes after the last class ends). Second round and third round buses come from the high school and begin arriving/leaving shortly after 3:32. Specific to afternoon buses, students will find out on the first day of school which round their bus has been assigned to.*

GCJHS Office Staff:

- Mr. Dan Jack – Principal
- Mr. Jeff Sincroft – Assistant Principal
- Mrs. Elizabeth Fortuna – Guidance Counselor (last names A-K)
- Mrs. Rebecca Smith – Guidance Counselor (last names L-Z)
- Mrs. Patty Scott – Front Desk Receptionist
- Mrs. Jan Mitchell – Treasurer
- Mrs. Janet Leonard – Student Services Secretary
- Ms. Amanda McAlister – Health Assistant