



GREENFIELD HIGH SCHOOL HOME OF THE “HUSTLIN’ HAWKS”

2016-2017 REGISTRATION INFORMATION FOR PARENTS AND STUDENTS

The 16-17 school year begins soon. Greenfield students should plan to attend the scheduled registration from August 16th-17th, 2016. Students may obtain their class schedules along with school bus and insurance information. Student fees of \$75.00 for all students will be processed on line this year. **All on-line forms must be fully completed to register and complete the process.** Because we expect the first day of classes to be productive and undisrupted, it is essential students complete all phases of the registration process prior to the first day of classes. The specific registration time schedule for each class is as follows:

| | | |
|------------|------------------------------------|------------------|
| Freshmen | Tuesday, August 16 th | 8:30AM - 11:30AM |
| Sophomores | Tuesday, August 16 th | 12:30PM - 3:30PM |
| Juniors | Wednesday, August 17 th | 8:30AM - 11:30AM |
| Seniors | Wednesday, August 17 th | 12:30PM- 3:30PM |

A \$55.00 activity charge per student will be assessed to participate in most extra-curricular activities. This activity charge WILL NOT be part of the registration process. This fee will be collected when the programs officially begin. More information will be following.

Student Pictures

Student pictures will be taken during registration in the cafeteria. 9th, 10th and 11th grade students may purchase picture packages. All students must have a new PICTURE IDENTIFICATION CARD each year.

Registration Activities

Picking up Class Schedules - The student’s schedule will reflect selections the student made last Spring. If the schedule shows any omissions, the student should see a counselor immediately. Students are expected to maintain 6 classes per semester as per school board policy.

Schedule changes will not be made except for the following reasons:

- A. To correct a scheduling error.
- B. To balance class size or to more evenly distribute semester classes.
- C. To add a class or make up a deficiency.

Students at Greenfield High School are served by three counselors and are located in the Student Services Office.

| | |
|-------------|-------|
| Ms. Burden | He-Pe |
| Ms. Keranen | Pf-Z |
| Ms. Wauer | A-Ha |

Counselors will be available in the Student Services Center during registration (August 16th – 17th) to enroll and schedule ALL students into classes. All students entering from parochial or private schools, **who have not previously registered**, must be prepared to prove residency. Documentation accepted for this purpose includes a current year’s tax bill or an original apartment lease and a WE Energy bill showing the Greenfield street address.

Bus Schedules

Bus schedule information will be available via the parent portal in Infinite Campus. Open Enrollment students can obtain bussing if a Greenfield bus stop is within their walking distance, for a nominal charge.

The fees listed below will be paid on line. ALL checks made payable to Greenfield High School (GHS):

- **\$75.00 Student Registration Fees - per student per school year**

It is expected all fees will be paid during registration. This fee does not cover loss or abuse of books issued, nor does it include optional classes with many project costs (Art, Face, etc.) The cost of those materials is the student's responsibility.

- **\$5.00 Lock/Locker Assignments for NEW STUDENTS and ALL INCOMING FRESHMEN**

Student lockers will be assigned during the fall registration period, August 18 – 19, 2015. For security reasons, all lockers will include a GHS master lock. Locks of any other type will be removed.

- **\$100.00 Parking Fee - if applicable**

An annual fee for a permit is required to park in the student lot. Permits will be sold on a first come first serve basis starting with seniors at registration. Students also have the option of purchasing a parking permit for the second semester for \$50.00, if space is available.

- **2016-2017 Yearbook**

Yearbook orders may be placed and paid for at the time of registration with a Jostens rep. The cost is \$60.00 until September 1st. After September 1st they will rise to \$65.00 until November 22nd. Yearbooks purchased after November 22nd will be \$70.00. ***Final*** order date is March 1, 2017.

2016-2017 Starting Dates and Times

First Day of School for all students is Thursday, September 1, 2016. Start time is 7:30 AM and dismissal time is 2:41 PM. Students will report to their assigned homeroom the first day of school.

Free and Reduced Lunch

Free and Reduced Lunch applications are available on line. Applications and "Fee Waivers" applications need to be applied for every school year. These are separate application forms. Fee Waiver applications are available in the high school main office, or in the cafeteria during the two days of registration

Student ID Cards

Pictures for student ID cards will be taken in the cafeteria for all students during registration. All students will be required to carry a GHS student ID card. Students will be required to display their ID when boarding contracted school buses, checking out resource materials and accessing computers in the Media Center, using Hawk's Café and cafeteria, and attending athletic events, as well as for admission to all other non-athletic school activities, i.e. dances, pep rallies, banquets, and accessing the computers in the Computer Labs.

Attendance

Information regarding District attendance policies and procedures can be found in the *Student Handbook*. Handbooks will be distributed the first day of school. In addition, a welcome session will be held the 18th of August for all incoming freshmen, along with an Open House for all freshmen AND new students along with their parents, August 29th from 5:00 PM till 6:30 PM. Our computerized attendance system works best when a parent or guardian telephones the school each day the student is absent. Please note the Attendance Office can be reached by dialing the general number, 855-2420. Again, a call to the Attendance Office each day of absence is required on the day of absence. Questions about attendance should be directed to one of the Assistant Principals. Students that arrive later than 7:30 am will be relocated to a room where they will be encouraged to do homework or study. This allows for minimal interruptions to 1st hour classes.

Insurance

The school does not carry insurance covering students in case of accident or injury. Family insurance policies usually cover such cases. An optional student insurance program is available to all families on a voluntary basis. Additional information will be provided to each student during registration. Please consider this option carefully.

Email

Greenfield High School uses filters to separate "SPAM" emails from business related email. An unfortunate byproduct of filter use is that email from parents may inadvertently be filtered from a teacher's email account. If you email a staff member and do not receive a response with twenty four hours (during the week) please contact the teacher via telephone.

Infinite Campus Parent Portal

Greenfield High School parents will continue to be able to check their student's attendance, grades and other important information using the Infinite Campus Parent Portal. The password you established will remain the same in 2016-2017. If you have a child entering 9th grade your password from GMS will also remain the same. Due to confidentiality if you forgot your password, you will need to stop by your child's school in order to receive your password. Identification will be required. We are doing this to ensure both you and your child's privacy.

In order to access your student's information use the Greenfield School District's webpage at www.greenfield.k12.wi.us. Click on *Parent Information*. Click on *Infinite Campus Login*. Enter the username and your password. You will be able to view your child's information such as class schedule, grades and attendance data. When finished, click the "Log Off" link located on the lower left-hand side.

If you are new to the district you will be receiving a letter with an authentication key and instructions for gaining access to the Parent Portal.

Telephone System

A semi-automated telephone system allows you to reach individual offices such as Attendance, Athletics or Guidance by using a touch-tone telephone and following the voice prompts. Calling the general school telephone number at 281-6200 will give you the option of reaching other offices.

2016-2017 STUDENT REMINDERS



GRADUATION

Parents and seniors are reminded that as per Greenfield School Board Policy 5460, Graduation Requirements and Administrative Guidelines, this year's seniors must attain 23 credits in the required areas to participate in graduation ceremonies. All graduates who are interested in participating in the graduation ceremony must also complete the graduation contract and return it at the time of registration. Please be proactive regarding these issues and contact Greenfield High School immediately with any questions.

BUILDING SECURITY/SUPERVISION

All entrances to GHS will be secured beginning at 7:30 AM. After 7:30 AM, any individual seeking admission to GHS must enter the building via the main entrance. GHS corridors will be monitored during the school day on a continuous basis. Students may be picked up after school in front of the south or west entrances at 2:41 PM. PARENTS: Please be advised if your student is not working directly with a teacher, activity advisor, or coach, they are expected to leave Greenfield High School by 3:15 PM.

CAMERAS

The Greenfield High School facility has a video monitoring system for security purposes. If you have any questions or concerns regarding this, please contact a Greenfield High School Administrator.

STUDENT ID CARDS

All students will be required to carry their GHS student ID card. Students will be required to display their ID when boarding contracted school buses, checking out resource materials and accessing the computer in the Media Center, using the Hawk's Café and cafeteria, and attending athletic events, as well as for admission to all other non-athletic school activities, i.e. dances, pep rallies, banquets, etc. **Because computer access and purchasing food items in the cafeteria is through the student's ID number, it is imperative that students keep their ID numbers confidential.**

LOCKERS & LOCKS

Student lockers will be assigned during the fall registration period, August 16th – 17th, 2016. **There will be a one-time lock fee of \$5.00 for all FRESHMAN AND NEW students.** Additional fees will be charged for lost or damaged locks. For security reasons, all lockers will include a GHS master lock. Locks of any other type will be removed. School personnel will not remove a lock except in cases of extreme emergency or to ensure the safety of school personnel and

students. Theft is a possibility when lockers are not properly locked or are shared with others. Students at GHS are not allowed to share lockers. Students who vandalize their locker (i.e., by writing inside) or damage any other locker will be fined. Each student is responsible for his/her own locker.

STUDENT PARKING

The annual parking fee is \$100, or \$50 if only for the second semester. Refunds are not granted if you do not complete the school year, or if you lose parking privileges as a consequence. A permit is required for all students who drive personal or family cars to Greenfield High School, with proof of insurance. Permit forms are available in the Main Office. City of Greenfield Parking Citations are issued for illegal parking in the parking lots or parking without a permit. Tickets will be issued effective the first day of school. Student parking will occur only in the designated student parking area on a daily first come first serve basis. Parking permits are available in the main office, are non-transferable and will be sold when our lots become available in late September. Permits may be revoked if students do not follow the school rules. Permits will be sold on a 1st come 1st serve basis starting with seniors.

ATTENDANCE OFFICE POLICIES

1. Develop good attendance habits. The better your school attendance is, the more apt you are to realize classroom success. Be on time to school and to each classroom. A four (4) minute passing time is provided for you to do so.
2. If students need to leave the building during the school day, they must get authorization from a school administrator before doing so.
3. Because the Student Services Center will be a very busy work site during “opening” school days, students should make appointments to meet with their counselor or assistant principal if necessary.
4. Greenfield High School has a “No Visitors” policy. Student "shadowing" can be set up by meeting the appropriate criteria and following the proper procedures. For more information, please contact a building administrator.
5. The Board of Education requires all students to attend school regularly in accordance with the laws of the State. Regular attendance is a responsibility that should be shared by parents, students and the school.
6. Each excused absence shall be explained by telephone at the high school on the day of the absence. Notes are not acceptable. The excuse shall be submitted to the Attendance Office and maintained in the student’s school record.
7. A parent or guardian must call the high school attendance office (**855-2420**) on the day of absence. Office hours are 6:45AM - 3:00PM, and voice mail is active at all other times. **Parents have 24 hours to clear-up an absence.**
8. Parents are reminded that unresolved student absences will result in a phone call home from our automated phone system. Multiple unresolved absences will result in written documentation of these issues being sent to your home. Please contact the attendance office to address these communications. Attendance can also be monitored through our GHS Infinite Campus Parent Portal.
9. We appreciate your cooperation regarding this important reporting procedure. Further information regarding attendance procedures and expectations will be included in the Student Planner.

ALCOHOL AND DRUGS

No student may consume, be under the influence of, manufacture, deliver, sell or have in his/her possession any chemical substance while on school property, at any school sponsored event or under the control of a school authority, including traveling to and from school, whether travel is by school bus or other method.

No student may manufacture, deliver, sell or have in his/her possession, any item defined by Wisconsin law as drug paraphernalia. This prohibition applies to the same locations as described in the paragraph above. **(Board Policy 5530)**

BULLYING POLICY

Bullying of students at Greenfield High School in any manner is not tolerated. All students deserve to feel safe while attending GHS and need to be able to focus on their educational growth. Staff and Administration will use all the tools available to us to encourage students to celebrate diversity and to discourage any type of bullying behaviors. We encourage all students at GHS to report instances of bullying to a staff member and also encourage these students who observe bullying to step in and help resolve the situation. We must all work together to help make GHS a great place to learn. **(Board Policy 5517.01)**

DRESS CODE

While fashion decisions are matters of expression, GHS requires students to dress in a manner that does not interfere with the educational process. Basically this means acceptable clothing that does not distract, contain messages contrary to the GHS vision or mission or run contrary to the acceptable norms of this community. There are times when fit of clothing can create distractions to the learning environment. Clothing should never be too tight or short. If a student is found to be disruptive to the educational setting because of their choice in dress, they will be asked to change into something appropriate at school or to call a parent to get some clothing that is appropriate. **(Policy 5511)**

ELECTRONIC EQUIPMENT

Students will be allowed to use electronic devices at GHS in certain circumstances, but use of these devices must never negatively impact the learning environment. Within the classroom, it will always be the decision of the teacher as to when or if electronic devices will be used. No video or digital image will be taken at GHS without prior authorization. Electronic devices will be confiscated from the student if used improperly, at improper times or in an improper location. **(Board Policy 5136 & 5136.01)**

PUBLIC DISPLAYS OF AFFECTION

Students at GHS are expected to use good judgment as it relates to public displays of affection. Kind comments, holding hands or a quick hug are proper ways for adults to communicate affection in public. Extended hugs, hanging on one another or kissing are not. Continued poor judgment regarding this may result in consequences.

PROFANITY

Students are expected to refrain from use of profanity and vulgar language at all times. This includes but is not limited to classrooms, the cafeteria, school parking lots and all school sponsored events.

SMOKING

No student shall smoke or use smokeless tobacco, or have in his/her possession any type of tobacco or cigarette look-alike while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of the School District of Greenfield; this includes but is not limited to, school buses, vans or any other official transportation operated by the school district. **(Board Policy 5530)**