



July 12, 2023

Dear Students/Parents/Guardians of all GCCC 1st year students:

The start of the new school year is fast approaching and we anticipate another great year. The first day of school for all students is August 14th and as a reminder, the school day is 7:45am - 2:11pm. Listed below are a few items of importance for the start of the new year:

Back to School Night

We would like to invite all first-year students and their parents/guardians to “Back to School Night,” located at 532 Innovation Drive, Xenia from 4:00-7:00 p.m. on August 10th. At this event, students will have the opportunity to meet their teachers, pick up schedules, get acclimated with the building, speak with counselors, etc.

Bus Transportation

Bus transportation to and from GCCC is provided by partner school districts. All communication regarding bus transportation should go through your partner school district’s transportation department. Please, refer to the chart below for contact info:

Beavercreek (937) 429-7531	Fairborn (937) 878-1772	Xenia (937) 372-3876
Bellbrook (937) 848-4029	Greeneview (937) 675-6814	
Yellow Springs (937) 767-7381	Cedar Cliff (937) 766-6000	

Student Forms

Student forms are on-line through OneView. Please see the enclosed directions that include your individual invite code on the attached OneView sheet. Student’s ability to obtain their personal computer and academic participation are contingent upon completing the forms. Please plan to have the forms completed prior to August 14th. If you have questions, please call the main office at 937-372-6941.

Uniforms

Students attending GCCC will be required to wear the appropriate lab uniforms daily. You should have received a lab specific letter at the beginning of June with requirements. If you have not ordered your students uniforms, please visit greeneccc.com and click on the [uniform ordering](#) link. All first-year students are required to be in uniform by August 28, 2023.

Breakfast and Lunch at GCCC

Students have the opportunity to purchase breakfast (\$1.30) and lunch (\$3.25) daily. If you believe your student qualifies for a free/reduced meal, and you have not been notified your child was directly certified, please complete the application online at www.PaySchoolCentral.com. Funds may be added to the student account in the cafeteria, supply room, or the Treasurer’s Office. You may call the Treasurer’s Office at 937-372-6941 ext. 1151 to add funds with credit card, or on-line through the PaySchools Central website. **If you have a PaySchools Central account with another school, you will need a new account for GCCC.**

Student Fees

School fees may be paid online at www.PaySchoolsCentral.com or by calling the Treasurer's Office at 937-372-6941 ext. 1151. You must apply for free or reduced meals *and* select the fee waiver in the application process to waive/reduce student fees.

School Communication

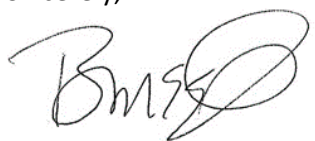
School information, such as policies, events, student handbook, etc. are on our website, www.greenecc.com. Important information may be shared through *One Call*, parent emails, and/or regular mail service.

GCCC's Board of Education is committed to maintaining a safe and drug-free environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of school district personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school, a school-related event or are on their way to and from school. We are committed to addressing school crime, violence or threats. Therefore, we plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence. However, we also know that students are our primary resource in hearing about safety concerns in our building and encourage students to speak with an adult immediately upon learning of such a concern. Please note our website link [Stay Safe Speak Up](#) can also be used to report suspicious behavior, violence, abuse, weapons, etc. In the case of a serious threat or emergency at GCCC, the *One Call* system will be used to communicate with parents and guardians.

Please know that I am the designated local liaison for homeless, foster care students, and Title IX concerns and can be reached at 937-372-6941 ext. 1306 or bmcknight@greenecc.com.

We are glad to have you with us this year and we want to assure you that the Career Center staff will do their best to help students experience academic growth leading to post-secondary success and rewarding careers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bmcknight', with a large, stylized flourish at the end.

Brian McKnight
Director of Secondary Education

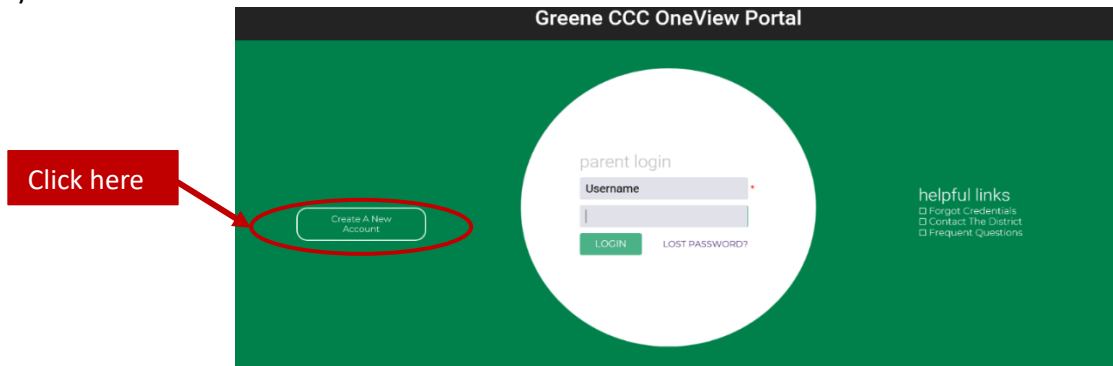
Invitation Code for OneView Form Submission: (in email)

Student ID - needed for PaySchools Registration: (in email)

IMPORTANT: Directions for Student Online Forms

Every student is required to complete online forms by August 14, 2023. Incomplete information, or failure to submit forms, will impede your student's learning progress. A GCCC-issued laptop will not be assigned to your student until all online forms are completed. If you need assistance in completing forms, computers will be available during Back to School Night on August 10th, 4:00-7:00 pm.

To complete the OneView online forms, go to www.greeneccc.com and select *Parent/Students* tab to begin. Select *OneView Forms* from drop down box. This opens the Greene CCC OneView Portal, where you may create a new account. Please note that if you have used OneView at other schools, **you will still need to create a new account** for Greene County Career Center.



If you create your account and immediately go to the next page, you can then enter your invitation code. If you create your account and decide to continue the rest later, the next time you log in it'll be on the "My Account and Profile" page. Then on the right side of page click on "Attach Students to your Account", and you will enter your invitation code for your student (above).

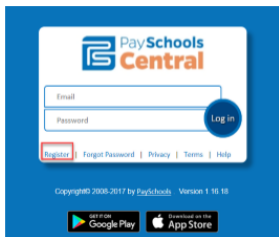
Next click on the "Submit & View Online Forms" and you will see "Back to School", begin with Emergency Medical Forms & Policies.

Free/Reduced meal application needs to be submitted online every year to qualify for free or reduced status.

If you have not been notified that your child has been directly certified to receive benefits, you will need to apply annually to receive this benefit. Note that this account is separate from a PaySchools account you may have with your home school and will require you to register with a different email address than any other PaySchools account you may have.

Registering at PaySchools Central

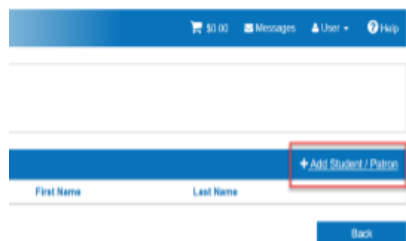
1) To register, go to payschoolscentral.com or use QR code and select the register option below the Email and Password fields.



2) Once on the 'New User Registration' page, fill out all required fields marked by the red asterisk. Be sure to check the User Agreement and click the box before selecting Register.

3) Once the registration has been submitted, an email will be sent to you with a link to activate your account and set your password. THIS LINK IS ONLY VALID FOR 30 MINUTES. If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.

1) Upon logging into the system for the first time, you will be prompted to add a patron to your account. Follow the Click Here link, then the Add Student/Patron button to add your student's information.

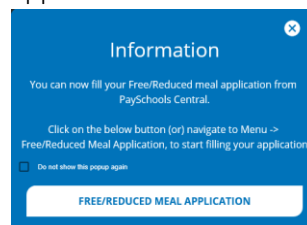


2) Enter student information: Your Student's information must match the details provided to you at registration by your school. For assistance from PaySchools you can call the parent help line – 1/877-393-6628. However, PaySchools CANNOT provide student information. If you have any questions pertaining to student information, please contact GCCC at 937-372-6941.

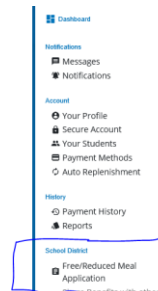
3) Once all information has been entered, press Register button.

***Once you have your PaySchools Central account set up, you can begin your Free/Reduced meal application.**

- There are two ways to access the application: Once signed on, you will see the popup with an option to complete your application.



- Additionally, you can access the application from the menu options on the right side of the screen.



Greene County Career Center Student Parking Information and Procedures

Students must have permission to drive and park on school property. Parking passes are available in the supply room for \$10. **Students who choose to drive to school, rather than to ride the bus provided, accept the following responsibilities:**

- Arrive to school **on time** regardless of weather or driving conditions. Check weather before school and decide whether to ride the bus or drive. Driving privileges may be revoked for excessive tardiness.
- Drive safely at 10 MPH in parking lot - No reckless driving.
- Students are required to wear seat belts when in a moving vehicle (State Law).
- Students are prohibited from riding in the back of pick-up trucks.
- Students must follow all school rules while in a vehicle on school grounds.
- All vehicles parked on the campus must be registered and display a hanging permit on the mirror of the front windshield. Parking permits can be purchased in the **Supply Room for a fee of \$10**. If a vehicle is driven to school and has not been previously registered, student should report to the Supply Room, upon arrival, to obtain a vehicle registration form. Student must show driver's license and current proof of insurance to obtain a parking pass. **Unregistered vehicles will be subject to being towed at the owner's expense.**
- Students who lose their driving permit must pay a replacement charge of \$5.00 to obtain a new permit.
- Park only in the **DESIGNATED student parking area**, using one car space. All cars should face north, towards the building. Students are not permitted to park in staff or visitor parking.
- Only students with hanging parking permits or temporary passes may enter the parking area.
- Students are not permitted to loiter in the parking lot.
- Students are not permitted to leave once they enter school property, or drive their vehicle at any time during school hours, unless they have administrative approval, or are participating in job placement.
- At the end of the school day, students are to get into the car, put on seat belts, and be ready to exit. Cars will be dismissed by row and students must wait for the buses to depart. Cars must stay in their parking space until it is their turn to exit - do not move up to empty spots.
- The 20 MPH speed limit on Innovation Drive will be enforced by appropriate authorities.

Please remember that driving to school is a privilege, not a right. Driving privileges may be revoked and additional discipline issued for non-compliance of any listed rules.

Note - Greene County Career Center is not responsible for loss or damage to cars, theft of articles left in cars, or any other damage beyond our control.

Please fill out the information below, detach form and return to the Supply Room to receive parking permit.

GREENE COUNTY CAREER CENTER VEHICLE REGISTRATION

Last Name First Name Career Program Grade

Name Vehicle Registered to Year Make/Model of Vehicle License Plate # Color

In order to obtain a parking permit - Student will be required to show a valid driver's license and proof of auto insurance when obtaining a parking permit. By signing this vehicle registration, student and parent agree to abide by the procedures outlined in the Student Parking Information and Procedures form, as well as all applicable school rules. **Failure to do so will result in loss of driving privileges to school.**

This section is for office use.
_____ Permit #
_____ Driver License #
_____ Proof of Insurance (Company)

Driver's Signature

Date

Parent's Signature

Date

To: GCCC Students in Selected Career Technical Programs*

From: Chasity Love, RN, MSN
School Nurse

Subject: Safety Memorandum; Safety Shoes and Prescription Safety Glasses

***List of Selected Career Technical Programs**

Advanced Engineering Systems
Advanced Industrial Robotics
Auto Collision Repair
Automotive Technology
Aviation Maintenance Technician
Career X
Construction Technology
Drone and UAS Technology
Electrical Wiring and Motor Controls
Natural Resources Technology
Power Equipment Mechanics
Welding and Metal Fabrication

Safety Shoes

All students in the above listed career technical programs, which involve the use of heavy equipment or materials, are required to wear industrial safety shoes while in the career technical lab and when doing job assignments outside of the lab. Shoes should be OSHA approved and must meet ANSI Z41-1999. Xenia Shoe and Leather in Xenia offer GCCC discounts on work boots. If you have further questions about lab specific requirements for safety shoes, please contact your lab instructor.

Students Who Wear Prescription Eyeglasses

Students in the career technical programs listed above, are required to wear OSHA approved safety glasses meeting ANSI Z87.1. Everyday prescriptions glasses do not meet these standards. Students may wear non-prescription safety glasses over their prescription glasses, or you may choose to purchase OSHA approved ANSI Z87.1 prescription safety glasses at their optician's office. Students in the above career technical programs will receive one pair of free approved safety glasses.

Any questions regarding personal protective equipment, please contact Chasity Love, at 937-372-6941, Ext. 1311.