



# WELCOME TO GREENSPIRE!

2021 - 2022

Welcome 2021-2022 Greenspire Students & Parents!

On behalf of The Greenspire School Board of Education, faculty and staff, welcome to our wonderful school community.

Please return these documents by email, mail or in person by Friday, June 4 in order to get your child registered. Your child cannot begin school without the completed packet returned including immunization records.

1026 Red Drive  
Traverse City, Michigan 49684  
[jill.rowley@greenspireschool.org](mailto:jill.rowley@greenspireschool.org)

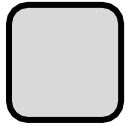
We are looking forward to another fantastic school year beginning this fall and we're very happy you'll be joining us.





# EMERGENCY CONTACT CARD

2021 - 2022



**NOTE:** The first two points of contact are usually parents/guardians. These individuals are authorized to sign students in and out and are not granted access to educational records.

<b>Student Name:</b>	
<b>First Point of Contact:</b>	<b>Relation:</b>
<b>Primary Phone:</b>	<b>Alt Phone:</b>
<b>Second Point of Contact:</b>	<b>Relation:</b>
<b>Primary Phone:</b>	<b>Alt Phone:</b>
<b>Third Point of Contact:</b>	<b>Relation:</b>
<b>Primary Phone:</b>	<b>Alt Phone:</b>
<b>Fourth Point of Contact:</b>	<b>Relation:</b>
<b>Primary Phone:</b>	<b>Alt Phone:</b>
<b>Fifth Point of Contact:</b>	<b>Relation:</b>
<b>Primary Phone:</b>	<b>Alt Phone:</b>

### Medical Information

If your child takes medication during the school day, please contact Jill Rowley at [jill.rowley@greenspireschool.org](mailto:jill.rowley@greenspireschool.org).

<b>Child's Physician:</b>	<b>Phone:</b>
<b>Current Medication(s):</b>	
<b>Current Health Conditions:</b>	
<b>Allergies:</b>	
<b>Social/Emotional Concerns:</b>	

I give permission to The Greenspire School staff to secure emergency medical/surgical treatment for the previously named child while in the school's care. I attest that the above information is accurate and that falsifying this data may lead to dismissal from Greenspire or denial of admission.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# PRIMARY LANGUAGE

2021 - 2022

Primary language spoken in the home:  English Other: \_\_\_\_\_

What language did this student first speak?  English Other: \_\_\_\_\_

What other languages are spoken in this student's home? \_\_\_\_\_

## PLEASE PROVIDE THE FOLLOWING:

### IMMUNIZATION RECORDS

2021 - 2022

The Greenspire School Board of Education encourages our parents to vaccinate their children against preventable diseases. Unvaccinated and undervaccinated children can acquire and transmit preventable diseases such as pertussis which affect our whole community.

Please attach a copy of your child's immunization records. Under state law, students must be fully immunized to attend a public school unless parents obtain a waiver from their local county health department. A new waiver must be obtained every year.

If you have any questions or concerns about immunizations, please contact the Grand Traverse County Health Department at (231) 995-6131. Staff at the Michigan Department of Education are also available to discuss new immunization requirements at (517) 373-3324 or [www.michigan.gov/mde](http://www.michigan.gov/mde).

### BIRTH CERTIFICATE

**NEW STUDENTS ONLY**

2021 - 2022

Please present your child's original birth certificate to our school registrar so we can comply with state and federal requirements. Alternatively, a copy can be emailed to [jill.rowley@greenspireschool.org](mailto:jill.rowley@greenspireschool.org).



# ACKNOWLEDGEMENT OF PRIOR DISCIPLINARY ACTIONS

**NEW STUDENTS ONLY**  
**2021 - 2022**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

A willfully false statement on this acknowledgement may result in a suspension of enrollment to The Greenspire School.

Please check the appropriate response pertaining to your child:

- The undersigned affirms that the minor child named below **HAS NOT BEEN** suspended or expelled from any public or private school for an offense involving weapons, alcohol, drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school sponsored event, or on a public or private conveyance providing transportation to or from a school or school sponsored activity.
  
- The undersigned affirms that the minor child named below **HAS BEEN** suspended or expelled from any public or private school for an offense involving weapons, alcohol, drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school sponsored event, or on a public or private conveyance providing transportation to or from a school or school sponsored activity.

If you selected the second box, please explain the circumstances of the suspension or expulsion in detail using a separate piece of paper. Include the name of the school, dates of the suspension or expulsion, and a description of the events giving rise to the suspension or expulsion.

\_\_\_\_\_  
PARENT/GUARDIAN NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE












# TGS CODE OF CONDUCT

2021 - 2022

The goal of our code of conduct is to protect the educational rights of each of our students at all times. We each sign the code as a pledge to respect the rights of our fellow students and teachers.

The Greenspire School offers a unique educational program based on purposeful connections between individuals, communities and the environment. Greenspire is founded on the principle of community and global responsibility to each other and the Earth. TGS uses a Project Based Learning method, place-based education in collaboration with many community partners, hands-on learning indoors and out, and small, multi-age classes.

In order to deliver such a rich educational experience, Greenspire must operate as a cooperative community of engaged citizens. Therefore, as a group and individually, we are called on to respect the following rights of others:

-  The right to be safe both physically and emotionally at all times
-  The right to an orderly, distraction-free learning environment
-  The right to speak and, more importantly, be heard
-  The right to participate in all activities
-  The right to be treated fairly and honestly
-  The right to the security of personal belongings
-  The right to a clean, cared for campus – inside and out
-  The right to quality instruction, assignments and projects
-  The right to speak with any staff member upon request

Actions that interfere from these rights are to be avoided, including:

- Interrupting others
- Speaking out of turn
- Talking over others
- Disrupting class
- Excluding people from activities
- Treating people unfairly including unfair or unhelpful criticism
- Being dishonest
- Touching or taking the property of others
- Not cleaning up after yourself
- Doing damage to our campus

The Greenspire Code of Conduct can be summed up this way: let's be kind to one another. By signing this contract, you are agreeing to try your best to live up to these ideals. In turn, know that each of your fellow students and teachers has also made the same commitment to you.

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STUDENT NAME

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SIGNATURE

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DATE

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PARENT/GUARDIAN NAME

---

SIGNATURE

---

DATE



# ACCEPTABLE USE OF TECHNOLOGY

2021 - 2022

In compliance with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l) The Greenspire School is committed to assuring the safe conduct of all students while online via a filtering device used to block and log access to the Internet. In addition, all Greenspire students and parents agree to the following Acceptable Use Policy:

I agree to abide by all school and classroom rules as well as teacher instructions.

I realize that the primary purpose of The Greenspire School's Internet connection is educational, and that as such, educational purposes shall take precedence over all others.

I realize that the use of Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including revoking of account, disciplinary action, and/or legal action.

I agree not to participate in the transfer of inappropriate or illegal materials through The Greenspire School's Internet connection. I agree not to participate in the transfer of materials which may be illegal via The Greenspire School's Internet connection.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password. I agree to log out of my accounts when I have completed using a school laptop or tablet.

I release The Greenspire School and all other organizations related to The Greenspire School's Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability from the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet. I understand that I am responsible for the replacement cost due to damage, loss, or theft of any and all technology issued to me by the school.

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STUDENT NAME

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SIGNATURE

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DATE

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PARENT/GUARDIAN NAME

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SIGNATURE

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DATE



# MEDIA RELEASE

2021 - 2022

Due to Greenspire's deep connections within the broader Northern Michigan community, our projects, staff and students are often highlighted in our partners' publications – newsletters, social media postings, etc. In addition, due to our unique approach to middle school education, we tend to attract local media coverage including print, television and radio. Lastly, we love to share our daytime and extracurricular successes on a regular basis within our own community via our newsletters and Facebook page.

We abide by the following policies with regard to our students appearing in any form of media:

- The consent of Greenspire's superintendent is required
- Only student first names are used in picture captions
- Whenever possible, parents will be notified prior to student print or television interviews
- Student first and last names are used for print articles and television interviews
- No student will ever be compelled to appear for a photograph or interview

In regard to all types of media, it is Greenspire's commitment to protect our students, staff and programs.

It is also our hope that each of our students can participate in sharing their opinions and thoughts about Greenspire, the subject matter of our projects and their roles in them.

With this in mind, we ask for your permission to share your child's picture, work product and voice with various media outlets throughout the year.

- I grant Greenspire media coverage rights.
- I do not grant Greenspire media coverage rights.

Student's Name: \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





# OFF CAMPUS PERMISSION

2021-2022

Outdoor learning and participation in the greater community is what makes The Greenspire School unique. Students will regularly go off-campus accompanied by a faculty/staff member for classes and may participate in walking field trips to various locations in the greater community.

Students are expected to behave responsibly and act as representatives of The Greenspire School. This includes but is not limited to: not disrupting other classes or school events, walking safely and quietly, staying with the class, following directions of where to walk, using appropriate language, following all school rules, and adhering to public laws, ordinances and directives while off campus. Students should always remain with the class at all times and follow teacher instructions. Any violation of these rules will result in the loss of off campus walking/activity privileges. Permission to go off campus can be revoked at any time for any reason by The Greenspire School administration.

I have read the above and understand the terms and conditions of being able to leave campus for educational purposes. I can conduct myself responsibly and with integrity and can follow the terms and conditions at all times. I understand that violation of these rules will result in the loss of off campus privileges, may negatively impact my grade in class, and could lead to removal from the class.

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STUDENT NAME

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SIGNATURE

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DATE

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PARENT/GUARDIAN NAME

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SIGNATURE

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DATE



# DESCRIPTION OF RESIDENCE

2021-2022

If your student is experiencing a loss of housing, foreclosure, eviction, or has had to move, he or she may be eligible for assistance through the enrollment, attendance, full participation, and success of students, preK-12 grade, who lack a "fixed, regular, and adequate overnight residence". Eligible students protected under the McKinney-Vento Act are entitled to immediate enrollment into school even if they do not have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. The federal McKinney-Vento Act Homeless Assistance Act, Title IX Part A, of the Every Student Succeeds Act of 2015 includes a definition of who is considered "homeless" or as more commonly referenced "in transition" for the purposes of the Act and, therefore, eligible for the rights and protections it provides.

## CONFIDENTIAL INFORMATION

Based on the above definition, please indicate your child's current living situation below:

- I am a student not living with a parent or legal guardian.
- Shelter:     Goodwill Inn     Pete's Place     Host Home     Women's Resource Center
- Doubled-up or couch surfing due to economic hardship or loss of housing with    Family    Friends
- Train or bus station, park, camper or car. Where: \_\_\_\_\_
- Motel/Hotel. Where: \_\_\_\_\_
- Campground. Where: \_\_\_\_\_
- Abandoned apartment or building. Where: \_\_\_\_\_
- Foster Care
- Other: Where: \_\_\_\_\_
- Does not apply

# FREE & REDUCED LUNCH

2021-2022

Even though The Greenspire School does not offer a lunch program, we request that all families complete the information if their household income is less than that which is indicated on the chart on the following page. Completion of this document is voluntary. By gathering this information, Greenspire may qualify for federal and other grant dollars which we can then use to improve our programs.

## HOUSEHOLD INFORMATION REPORT

District: The Greenspire School

### Part A. Student Information - Complete for each student Pre-K through 12th Grade

Student's Last Name	Student's First Name	Grade Level	School	Identify H if Homeless M if Migrant R if Runaway F if Foster

### Part B. Benefits Received (if applicable)

If any member of your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or FDPIR, provide the name and case number for the person who receives benefits. Bridge Card Numbers and Medicaid Numbers are NOT ACCEPTABLE case numbers.

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

### Part C. Household Size

**Part D. Household Income** - Select the appropriate range of combined annual income for all people in the household (Include all income sources before taxes.)

Part C	Part D		
<input type="checkbox"/> 1 →	<input type="checkbox"/> At or below - \$16,588	<input type="checkbox"/> Above \$16,588 & at or below \$23,606	<input type="checkbox"/> Above \$23,606
<input type="checkbox"/> 2 →	<input type="checkbox"/> At or below - \$22,412	<input type="checkbox"/> Above \$22,412 & at or below \$31,894	<input type="checkbox"/> Above \$31,894
<input type="checkbox"/> 3 →	<input type="checkbox"/> At or below - \$28,236	<input type="checkbox"/> Above \$28,236 & at or below \$40,182	<input type="checkbox"/> Above \$40,182
<input type="checkbox"/> 4 →	<input type="checkbox"/> At or below - \$34,060	<input type="checkbox"/> Above \$34,060 & at or below \$48,470	<input type="checkbox"/> Above \$48,470
<input type="checkbox"/> 5 →	<input type="checkbox"/> At or below - \$39,884	<input type="checkbox"/> Above \$39,884 & at or below \$56,758	<input type="checkbox"/> Above \$56,758
<input type="checkbox"/> 6 →	<input type="checkbox"/> At or below - \$45,708	<input type="checkbox"/> Above \$45,708 & at or below \$65,046	<input type="checkbox"/> Above \$65,046
<input type="checkbox"/> 7 →	<input type="checkbox"/> At or below - \$51,532	<input type="checkbox"/> Above \$51,532 & at or below \$73,334	<input type="checkbox"/> Above \$73,334
<input type="checkbox"/> 8 →	<input type="checkbox"/> At or below - \$57,356	<input type="checkbox"/> Above \$57,356 & at or below \$81,622	<input type="checkbox"/> Above \$81,622

**\* Special Instructions for households with more than 8 people: DO NOT check the boxes above. Instead, fill in items below:**

Household size (# people): \_\_\_\_\_ Total annual income: \_\_\_\_\_

**Part E: Certification** - The head of household or adult designee who completed this form must complete this certification section

I certify (promise) that all information on this form is true and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of State or Federal funding allocated to my local school district. I understand that the information I have provided may be verified.

(Signature) \_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Date) \_\_\_\_\_

(Address) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

(Email Address) \_\_\_\_\_ (Home Phone) \_\_\_\_\_ (Work Phone) \_\_\_\_\_

**Do NOT fill out this section. This is for school use only.**

Status: F \_\_\_\_\_ R \_\_\_\_\_ N \_\_\_\_\_ Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT STUDENT ASSESSMENT

2021-2022

Please use this form or attach separate sheets to provide the Greenspire staff with your insights and assessment of your child's needs and goals for the year ahead. This information is held in strict confidentiality.

Please describe your child's academic strengths and challenges and the educational approach you have found to be most appropriate.

Please describe your child's social and emotional strengths and challenges along with your advice for helping him/her feel most comfortable at Greenspire.

What are your child's favorite activities, hobbies, interests, foods, etc.?

Does your child have any narrowly focused worries or anxieties (storms, dogs, etc.)?

Are there any home life challenges that may impact your child's Greenspire experience?

What else would you like the Greenspire staff to know about your child?

What are your top three goals for your child's growth and development over the next nine months?



# STUDENT WRITING SAMPLE

NEW STUDENTS ONLY  
2021 - 2022

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please describe your top three (3) goals for the upcoming year at Greenspire. They may be related to your classes, friendships, new experiences, field trips, projects or anything else connected to our upcoming time together at Greenspire.

Include in your response the reasons why you chose each goal. Please proofread and revise for clarity.

*Attach additional sheets if needed.*



# TRANSFER OF RECORDS REQUEST

**NEW STUDENTS ONLY**  
2021 - 2022

Student Information	
Student Last Name:	Student First Name:
Date of Birth:	County of Birth:
Last Grade Completed:	Last Year Attended:

Most Recent School Information	
Last School Attended:	
Street Address of School:	
City, State & Zip:	
School Phone:	School Email:

School Use Only		
Date of Request to Previous School:	Requesting Staff Member:	
Records Requested:		
CA-60	Immunization Record	Transcripts & Final Grade
Report IEP	504 Plan	Diagnostics/Testing Results
Other:		

Notice to Sending School: Within 14 days of enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her educational record. Any school that compiles records for each student and that is requested to forward a copy of a transferring student's record shall comply within 30 days of receipt of the request.

The Federal Register Volume 41, No. 118, Section 99.31, June 17, 1976 states:

Prior consent for disclosure is not required if the disclosure is to officials of another school or school system in which the student seeks or intends to enroll.

<p>Greenspire Middle School Attn: Jill Rowley 1026 Red Drive Traverse City, Michigan 49684  Phone (231) 421-5905  <a href="mailto:jill.rowley@greenspireschool.org">jill.rowley@greenspireschool.org</a></p>
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