

## 21-22 GHS COMMUNICATION PLAN

**Greenspire High School**  
**2200 Dendrinos Drive, Suite 211**  
**Traverse City, MI 49684**  
**231-421-5905**



### General Communication

- Weekly Head of School High School Update Emails on **MONDAYS**
  - Weekly Email Updates will be located here if you miss them!  
<https://greenspireschool.org/category/weekly-update/>
  - School-Related News and Events will be located here:  
<https://greenspireschool.org/high-school/>
- Documents you may need for your student will be located here:  
<https://greenspireschool.org/toolbox/>
- Erica will hold a “*Coffee Hour with GHS Parents*” one Friday per month. There will be face to face coffee hours as well as virtual coffee hours. Stay tuned!

### Individual Communication

- We will email the parent(s) with information that is not time-sensitive.
- We will call the parent(s) with any time-sensitive information
- For Behavioral Concerns-
  - Minor Concerns- we will email the parent.
  - Major or Recurring Concerns- we will call *and* email the parent.  
(Behavioral issues will be logged into Powerschool.)
- Please email us with any general concerns: [erica.walsh@greenspireschool.org](mailto:erica.walsh@greenspireschool.org)
  - Erica will reply to your email within 48 hours, unless it is a weekend or holiday.
    - Note- I spend a lot of time with students-this is why I usually cannot answer emails in a more timely manner.
  - Erica does not check email after 5:00pm during the week. (She has 3 kids.)

- Please email Lisa Migazzi with any curriculum related questions, concerns or comments: [lisa.migazzi@greenspireschool.org](mailto:lisa.migazzi@greenspireschool.org) . Lisa does not work on Fridays.
- Please email or call Torre Boone with any daily logistical questions related to your child. [torre.boone@greenspireschool.org](mailto:torre.boone@greenspireschool.org). Torre leaves GHS at 3:00pm daily.

### **Academic Communication**

- Hard Copy Student Schedules will be provided at the August student orientation.
- Hard Copy Report Cards will be sent home via USPS twice per year.
- “Fear of Failure” emails will be sent to parents every two weeks to any student who is not meeting academic expectations. *(Individual teachers will send these.)*
- The Powerschool Parent Portal will be available to parents later this fall to check grades and attendance records. Stay tuned!
- We will hold face to face parent/teacher conferences on:
  - 11/11/21, 11/12/21 -**FALL**
  - 4/14/22, 4/15/22 -**SPRING**