



**The Greenspire School**  
**Middle School**  
**Student and Parent/Guardian Handbook**

**2022-2023**

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Dear Students, Parents and Guardians,

Welcome to the Greenspire Middle School! We sincerely hope that our school proves to be a successful choice for your family.

This handbook is written to help familiarize our community with the Greenspire Middle School mission and to provide basic information regarding the school's curriculum, culture, procedures, and behavior guidelines. After you have read this handbook, please be sure to complete our online handbook acknowledgement.

We are confident that your student's experience at the middle school will inspire a love for learning. We look forward to working together to continue to make the Greenspire Middle School a unique, thoughtful, and rigorous learning environment.

Thank you for choosing the Greenspire Middle School. We look forward to learning and growing with your child and your family.

Sincerely,

Robert Walker, EdD  
Superintendent  
Head of School - Middle School

# ABOUT THE GREENSPIRE SCHOOL

## Who We Are

The Greenspire School is a charter school serving the Grand Traverse region of northwest Lower Michigan. Chartered by Grand Valley State University (GVSU) The Greenspire School is project-based, environmentally-focused, and Montessori-inspired.

It is managed by a volunteer seven-person Board of Education and is located on the beautiful and diverse grounds of The Grand Traverse Commons.

## Charter Schools

Charter schools are Michigan public schools authorized by state universities, community colleges, Intermediate School Districts, or local public schools. Once a school is chartered it becomes an autonomous school district, but must adhere to a rigid set of standards established by the authorizer and Department of Education.

## Enrollment Policy

The Greenspire School shall comply with all application, enrollment, and admissions policies and criteria required by applicable law. You can view the enrollment policies for the middle school at:

<https://greenspireschool.org/apply-middle-school/>

## Mission

The mission of The Greenspire School is to provide an ecologically relevant and academically rigorous program grounded in direct experiences that develop skills to facilitate lifelong learning and nurture ethical citizenship.

## Vision

Our vision is to help young members of the community be hopeful and see vast individual and community-centered possibilities by encouraging them to:

- Respect all things on this earth, whether people, animal, or plant.
- Honor others' thoughts, wishes, and words.
- Wait and listen rather than interrupt another.
- Build student confidence and self-efficacy so that each student successfully transitions to the high school and tertiary education.
- Build student trust in others through successful collaborative relationships.
- Practice optimism and reflect it in the mind, body, and spirit.

## Academic Characteristics

**Project Based Learning** is the use of projects to bring about deep learning. Students use technology and inquiry to engage with issues and questions that are relevant to their lives.

**Environment as an Integrating Context** is about using a school's surroundings and community as a framework within which students can construct their own learning, guided by teachers and staff using proven educational practices.

**Interdisciplinary Approach** allows subjects to be taught thematically using reading, writing, and mathematics as tools for the pursuit of knowledge and skills.

**Long Work Periods** enable students to explore a topic or material thoroughly. Whole-class instruction compliments lessons being given to individuals or in small groups.

**Mastery Learning** goes beyond memorization and repetition to true understanding and application of knowledge, skills, and concepts. The individual student progresses at their own rate, either moving ahead without having to wait for the rest of the group, or taking the time they need to internalize the material.

**Classroom Design** emphasizes study centers, with clusters of student-sized tables and open areas for floor work. Students are allowed to move about the classroom and choose resources, working individually or in small groups.

**Community Connections** are used as both a source of knowledge and as a means of applying what students learn. The connection and commitment to our community is a logical extension of the philosophy that grounds the students' knowledge and applies their skills in a meaningful context.

**Ownership of Learning** takes place when students are given choices, given leadership opportunities, and empowered to ask critical questions.

## Curriculum

The Greenspire School will expose students to a core curriculum aligned with Michigan middle school benchmarks and standards and national Common Core Standards. Within and beyond this framework, the curriculum will be a reflection of the needs and traits of adolescence, and the individual needs and interests of the students.

In addition to the core courses, students will be exposed to world language and culture, art, and physical education in a technology-rich environment.

## Governance/Organizational Structure

The Greenspire School is governed by the Board of Education. The Board has the ultimate responsibility for the success of the school and is accountable directly to GVSU and the Michigan Department of Education to ensure that we meet the terms of our charter. The Board sets policy for the school and hires a Superintendent, who, in turn, hires the staff of the school. Working through the Superintendent, the Board ensures that all laws and regulations are being followed and that day-to-day operation is consistent with the mission of the school. In consultation with the Superintendent, the Board develops and approves the budget for the school.

The Board of Education performs most of its work through committees. Committees consist of trustees and sometimes parents and members of the community. The Board has regular monthly meetings that are open to the public. Regular meetings are held on the third Monday of each month at 5:30 p.m. Special meetings will be posted at the school and on the school's website. The Board discusses issues, sets policy, and conducts its business for anyone to observe; public comment is invited at the beginning and end of each meeting.

## Accountability

**Standardized Assessment:** Like all Michigan public schools, The Greenspire School will administer all state mandated standardized tests. Formal assessments will be given to students to assure they are meeting all state-required goals and objectives.

**Internal Assessment:** A cornerstone of assessment is keen observation of each student as they pursue their work. We use a series of internal assessments to monitor individual progress, including daily observation and portfolios. These techniques are designed to provide a holistic assessment of the student's learning.

The student and parent/guardian play central roles in assessment. Each student plays an integral role in setting their own goals, assessing their own work, and tracking their own progress. Parents/guardians participate formally twice a year in portfolio reviews through our student-led parent/guardian-teacher conferences with frequent interaction encouraged.

Our Accountability Plan addresses three basic areas:

- Faithfulness to the Terms of the Charter
- Academic Success
- Organizational Viability

## School Day

**School Day:** The typical school day begins at 8:30 a.m. and concludes at 3:30 p.m., with a 3:30 – 3:45 p.m. pick up from school property. All students must be picked-up no later than 4:00 pm.

A half day begin at 8:30 am and concludes at 11:30 am with an 11:30 am - 11:45 am pick up from school property. All students must be picked-up no later than Noon.

Students waiting to be picked-up must wait down by the front stairs. Students may not enter the trails before school or after school.

The Greenspire School cannot assume responsibility for students before 8:00 am or after 4:00 pm or those that violate drop-off and pick-up procedures. The office hours for the middle school are 8:00 am - 4:00 pm.

**Drop-Off and Pick-Up Procedures:** Please see our pick-up and drop-off procedure at the end of this handbook.

**Attendance:** All students are expected to be in attendance every day school is in session. Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. We do, however, realize that health and family take priority, but we ask families to plan activities on days and times other than when school is in session. Please notify the school ahead of time.

**Absences:** When a student needs to be absent, we ask that parents call the school before 8:00 am each day the student is absent. Please call 231.421.5905 or email [office@greenspireschool.org](mailto:office@greenspireschool.org) to report an absence. When calling, please leave the student's name, date of absence, reason for absence and a telephone number where you can be reached in case we have any questions.

If a student is absent from school due to an illness, they should not return to school as long as they are capable of infecting others. No student whose illness resulted in fever or other symptom of a contagious infection (i.e. stomach flu) should return to school until the fever or other symptoms have subsided for a minimum of 24 hours unless they have a note from a doctor stating that they are no longer contagious.

Please see our updated calendar on our website, <https://greenspireschool.org/calendar/> for more detailed information and additional events, activities and testing dates. You may also go to our Facebook page for more information regarding school events and please regularly check your email on file with the school for any additional information regarding school events.

**Excused Absences:** Excused absences (illness, family emergencies, doctor appointments, religious observances, etc...) that are reported to the school ahead of time are not subject to the Greenspire Middle School Discipline Policy. Make-up work for the excused absence will receive full credit if completed within the time frame designated by the student's teacher(s) and/or administration.

**Unexcused Absences and Skipping:** Absences that are a result of skipping, failure to report a reason for absence ahead of time, other reason that does not support the educational experience are considered unexcused absences. The student will be subject to the Greenspire Middle School Discipline Policy.

**Excessive Absences:** The Greenspire Middle School considers more than 9 absences per semester to be excessive.

After 6 absences within a semester, the school will issue an attendance notification letter to the student and their parent/guardian.

After 9 absences within a semester, the student and their parent/guardian will be sent a second notification letter and the parent/guardian will meet with the Greenspire Attendance Monitoring Team to find solutions to the chronic absenteeism. The goal of this meeting is to create an attendance monitoring plan.

After 15 absences within a semester, the student and their parent/guardian will be sent a third notification letter and will be referred to the truancy attendance liaison at Northwest Educational Services. The liaison, the Monitoring Team, student and parent/guardian will meet to review the previously established attendance monitoring plan.

After 20 absences within a semester and depending on the severity of the situation (grades/achievement), our liaison will file a truancy referral with the Grand Traverse County court system.

A significant number of absences, even if excused, may jeopardize course credit. If a student is in danger of losing credit, the student's parent/guardian will be notified.

**School Events/Absences:** A student may not attend an after school event if they have not attended school that day.

**Attendance during Tests:** Attendance during required standardized test and other formal testing is necessary. These tests are required by The Greenspire School Accountability Plan and are mandated by the State of Michigan. We need the participation of all students in order to meet objectives specified by law.

When a student is absent from a testing session, it creates a hardship for the student and the school to have to make up the test. The student is missing classwork and is taking the test in an unfamiliar space with a proctor the student may not know. Studies indicate that students perform better in familiar surroundings with their regular teachers administering tests.

From the point of view of the school, we do not want to take teachers out of classrooms to proctor customized make-up sessions for students who have been out of school during these important days.

**Late Arrival and Early Departure:** When a student arrives after the official start of school, the student and they parent/guardian are required to check-in at the front desk. Parents or guardians picking-up students early from school are required to report to the front desk and sign their student out.

Unless absolutely necessary during the school day, signing students out early is discouraged. If at all possible, parents/guardians should refrain from scheduling appointments during the school day.

**School Closings:** The Superintendent shall determine if the The Greenspire School must be closed or the opening delayed because of inclement weather or other conditions. Parents/guardians and students are responsible for knowing about emergency closings and delays. Announcements of closures will be made on television (9&10 and 7&4) along with a banner posting on the school website and email to our community. When possible, messages will be placed on official school social media sites.

**Guests:** All guests, including parents, must enter through the main entrance and check-in immediately at the front desk. Please ring the doorbell for entry.

**Exterior Doors:** Exterior doors at the middle school are locked for safety. Only faculty/staff members may open exterior doors. Students, parents/guardians, and community members are not permitted to open the doors for any individual.

## Communication

**Communication between Home and School:** Effective communication supports the triangle of student, school, and parent/guardian. The Greenspire School will provide a variety of ways to communicate and ensure a successful relationship.

- The Greenspire School will regularly post information on its website, Facebook page, and communicate via email to keep the school family informed.
- Parents will be given teacher email addresses and parents/guardians should share their address with staff. This will assist with open communications.
- The Greenspire School will make available online student grades.

**Family Communication with Staff:** The Greenspire School strives to involve parents/guardians in the education of their students. Please follow these professional guidelines when communicating and interacting with our faculty/staff:

When emailing faculty/staff members, please be kind and professional. If a parent/guardian is unhappy with a staff member, please call the school to speak with the staff member (Step 1). Staff members are not required to respond to any unprofessional or unkind parent/guardian/student emails.

If a parent/guardian remains unhappy with a staff member after speaking with them via phone call, we recommend proceeding with Step 2: Conversation with an administrator. We always recommend meeting an administrator after you have spoken with the teacher.

If a parent/guardian is considered to be a threat to staff members and/or students, The Greenspire School reserves the right to suspend a parent/guardian from the school building, campus, and/or school-related activities.

Parents/guardians must keep a professional and calm tone at all times while conversing with a staff member. Yelling at a staff member will be treated as a zero tolerance act and will result in a parent/guardian being suspended from entering the school building unless given specific permission to do so.

**Fear of Failure Notices:** Fear of Failure notices are emailed to the student and their parent/guardian to notify them that the student is earning less than 70% in that class. These notices will be sent home periodically throughout the semester. These are a support mechanism for parents/guardians, students, and teachers to work together to prevent failure.

**News Media and Opt-Out:** Your student may be interviewed, recorded, videotaped or photographed by the media or school staff for a story in the newspaper, internet, radio or television. These media requests must be approved by school administration which will assure the best interests of our child and that the safety and rights of each student are upheld. We will be cautious with our practices regarding the issue. Parents/guardians who want their child(run) excluded from these activities must opt out.

## School Culture

One of the keys to our success as a school is the ability to balance freedom with responsibility. We expect students to take a role in their own learning that becomes increasingly active and independent as they get older. We expect them to be responsible and respectful toward other people and their environment and to have a positive attitude toward their work.

Our approach to discipline emphasizes the protection of civil rights, and encouraging students to work together to find peaceful conflict resolution. We believe that peace can be taught as an active, positive value.

**Appropriate Dress:** A percentage of each day for students will be spent outside conducting research or working on a project – *regardless of weather!* As such proper dress is mandatory. Rain gear, water/snow resistant footwear, and extremely warm clothes such as snowsuits for extreme weather are recommended. Clothing labeled with the student's name is highly recommended. Unclaimed lost articles will be kept for a reasonable length of time and then donated to charity. Teachers will discretely let a student know if his/her dress is inappropriate.

Personal appearance, dress, or grooming must not disrupt the educational process or threaten the health or safety of any individual. It is not permitted to have tobacco and/or alcohol references on clothing.

**Facial Coverings/Masks:** If deemed necessary, the Superintendent may require faculty/staff, students, visitors, and parents/guardians to wear masks while on campus due to local, regional, state, or federal health conditions.

The facial covering/mask must cover the nose and mouth. Face shields are not acceptable by themselves as a facial covering/mask. The facial covering/mask must not be offensive, suggestive, or indecent.

The Superintendent will determine when/if the mask wearing requirement can be lifted based on the recommendation of local, regional, state, and federal health officials.

**Personal Property:** The classroom is an enriched "prepared environment" of didactic materials that lead students toward abstraction of the concepts being studied. This engaged environment engages the students to seek meaning in knowledge and provides for learning at an individualized pace. The Greenspire School does not use textbooks as the primary mode of instruction of core curriculum but supplements the research and culturally-based studies with vital, engaging, appropriate resources.

Therefore, we strongly discourage the student from bringing articles to school that may distract the student from the learning experience, such as toys, electronic devices, and cell phones. We prohibit cell phone use during regular school hours. The Greenspire School is not responsible for the loss of these items. We welcome books or other supplemental materials which have been discussed with the teacher and are related to the work of the classroom.

Students may be issued a Chromebook for their individual educational use during the school day. All students and parents must agree and adhere to the Acceptable Use Policy. Any violation of this policy may result in lost privileges, as determined by the classroom teachers with the assistance of the administration. If the device is lost or damaged, families may be responsible for the total replacement value of the device.

**Social Events:** Throughout the year, the members of our school community come together for many different reasons, such as educational meetings, student performances, open houses, and fundraisers. We usually plan for a part of these gatherings to have a social component, so we can make new acquaintances and see our students' friends and their families.

Whenever we have these events on school grounds, we ask everyone to respect its purpose and contribute to its goals in positive ways.

**Volunteer Policy:** To volunteer for The Greenspire School, please visit our website. The volunteer process can be found at our website: <https://greenspireschool.org/volunteer/>.

**Snacks and Lunch:** Occasional snacks are important. Throughout the day, however, the teacher may choose a more managed approach to better accommodate the classroom academic activities.

Do send a snack from home, but please DO NOT send sweets such as candy and soda; instead, send healthy foods such as fresh fruit, cheese, crackers, and fruit juices.

Energy drinks for students are prohibited on campus.

Students must bring lunch from home, as The Greenspire School does not routinely offer a lunch program. Please promote our re-use mentality and minimize trash by using Tupperware-type containers for lunches. We recommend soft lunch boxes with cooling packs. Please write your child's name in/on items whenever possible.

Students are not permitted to have delivery service to school for snacks and lunch.

**Library Use:** Students receive lessons in library orientation and material use during the year. Students are also provided with a suggested reading list and a summer reading list reflecting any specific curriculum needs.

**Student Preferred Names:** The Michigan Department of Education and Office of Civil Rights (OCR) recommends school staff referring to the student by their preferred name at both the middle school and high school levels. This applies to informal settings such as the classroom or in general communication.

Regarding formal documents, official settings and/or student records, the student should be referred to by their legal name. For example, this means the formal name should be used on all transcripts, report cards, official recommendation letters, etc... and in some cases, even when communicating with the parents (see below).

Parents have legal authority over their child's official record until they are 18 years of age. After a student legally turns 18, the student may officially change their name themselves through an official process to update those formal documents.

Generally, the school will communicate to the parents in times of conflict between a student's preferred name versus their legal name, unless there is a perceived or real safety threat. Sometimes, the parents are unaware of the situation and many times, the situation can be rectified by a phone call or meeting to provide both sides with more information.

It is important to note that when a student changes a preferred name more than once in a given school year, this becomes very confusing for the staff and fellow students. Whenever possible, a student's preferred name should be carefully selected with longevity in mind.

## **School Safety and Emergencies**

**Fire Drills:** Randomly scheduled fire drills will be conducted in conjunction with the local fire department. The teachers and students periodically review the drill procedures, which are posted in visible locations.

**Tornado Drills:** Randomly scheduled tornado/windstorm drills will be conducted in conjunction with the local emergency preparedness office. The teachers and students periodically review the drill procedures which are posted in visible locations.

**Lockdown Drills:** Randomly scheduled lockdown drills will be conducted in conjunction with the local emergency preparedness office. The teachers and students periodically review the drill procedures which are posted in visible locations.

**Fire, Weapons, Illegal Substances, and Tobacco:** Possession or use of fire for non-approved purposes, weapons of any kind, illegal substances, or tobacco products within the school building, school facilities, or on school grounds or school buses by any individual – including school personnel, students, and parents – are prohibited at all times.

## **Student Support Services and Special Education**

It is the goal of the Greenspire High School to provide appropriate educational opportunities for all students. It is the school's obligation to provide appropriate educational opportunities to all students with suspected disabilities or disabilities, as defined under the Individual with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, and state special education rules and regulations.

### **Child Find**

The IDEA includes a Child Find Mandate. Child Find requires all school districts to locate, identify and evaluate all children with disabilities regardless of the severity of their disability. This obligation encompasses all children who are suspected of having a disability, including children receiving passing grades and "advancing from grade to grade...". A parent who suspects that their child may have a disability and is in need of special education and related services may initiate a free evaluation of their child by contacting the Head of School and providing a written request for an evaluation under IDEA and/or Section 504. The school must take the parents request into consideration and provide a response consistent with State and Federal special education requirements. If the school does not suspect a disability, it may refuse to conduct an evaluation. If the school refuses, it must give the parent written notice explaining the reason(s) why it is declining to initiate an evaluation, what data the decision was based upon, and other factors considered. The parents then have the right, if they choose, to request a due process hearing to seek a ruling to conduct an evaluation.

### **Rehabilitation Act of 1973 - Section 504 (General Education)**

Section 504 of the Rehabilitation Act of 1973, 29 USC 794, (sometimes referred to as "Section 504") prohibits discrimination against individuals with disabilities solely on the basis of their disability. If you have Section 504 questions please contact the High School Curriculum Coordinator, who has been designated as the Section 504 Coordinator. The Section 504 Coordinator is responsible for investigating and resolving complaints. In addition, any individual who desires information related to the Rehabilitation Act of 1973, or the Americans with Disabilities Act, may contact the Head of School. The school does not discriminate against individuals seeking to access a program or service of the school based on disability. Where an individual desires to participate in a program or service and needs a reasonable accommodation in order to do so, they should contact the Head of School to request an accommodation. In addition, if you suspect that your child has a disability which may qualify him/her for support under Section 504, you should contact the Head of School to begin the referral process. Upon initiation of the Section 504 referral process, parents will be provided with a copy of the Section 504 Procedural Safeguards and Parent/Student Rights which contains complaint and due process procedures.

## **The Intervention Assistance Team**

The Intervention Assistance Team (IAT) is a committee of school personnel set up by the Head of School to ensure ongoing and effective support for students and classroom teachers. Parents are informed if their child is being considered for referral to the IAT for behavioral and/or academic support. The IAT is a general education intervention process and team membership will generally include: a building administrator, the student's general education teacher, and a staff member knowledgeable in accommodations and interventions. Parents may also be invited to participate in this meeting. The team provides a forum to discuss the student's academic and behavioral data and needs. In addition, the team generates, initiates, and monitors implementation of interventions designed to address the individual needs of the student. This includes use of the resources of the school, family, and the community. This process creates awareness and understanding of the issues affecting the student and their academic and behavioral performance. The IAT may serve as the pre-referral intervention-planning team for those "unidentified" students whose difficulties may suggest the presence of a disability. As appropriate, the IAT may refer a student to the Special Education team for formal assessment. Parents should be informed if the IAT is considering a referral of their student to the Special Education team. Prior to initiating a special education evaluation, written parental consent/permission must be obtained. Information gathered through implementation of interventions identified by the IAT will be taken into consideration as a part of the special education evaluation along with progress monitoring and other data sources provided by the parent, educational staff, and others as deemed appropriate. The IAT's review of documentation of intervention strategies, the student's response (progress monitoring data), in addition to a referral for special education testing for a suspected disability, fulfills the Child Find requirement under IDEA and State special education requirements.

## **The Individual Education Program**

The school will comply with the IDEA and state regulations and every student identified as having a disability will be provided an Individual Educational Program (IEP) designed to address their unique needs. All required components of the IEP will be addressed including but not limited to: a description of the student's present level of academic achievement and functional performance including disability related needs, goals and objectives, supplementary aids and services, program services, ancillary services,

extended school year, etc. All students with disabilities are considered general education students first. Each IEP is designed to assure that eligible students receive a free appropriate public education (FAPE) and specialized instruction delivered by highly qualified special education staff within the least restrictive environment (LRE). Prior to the opening of school, registration forms are reviewed to identify students with current IEPs from previous schools attended. The parents are informed of their rights, procedures, and responsibilities under special education law. Decisions regarding an IEP are made by the IEP Team. This team has required participant's which minimally includes, general and special education providers, administrators, and the parent(s).

The IDEA includes specific rights for parents of children with disabilities. This information is contained in the document commonly referred to as the *Procedural Safeguards*. We encourage parents to review this document carefully so they are fully informed of their rights. Copies of this document are provided at a minimum of at least once per school year and can be obtained from the school office or by contacting the state's Department of Education.

### **Educational Placement of Students with Disabilities**

The school is committed to educating students with disabilities in the least restrictive environment (LRE) in order to meet their educational needs as determined by the student's IEP Team. This means that to the maximum extent appropriate, children who are disabled are educated with children who are non-disabled and special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

In an effort to meet the LRE requirements, the school must ensure that a continuum of placement options is available to students with disabilities, including: services provided within the general education classroom; pull-out services; special classes; home instruction; instruction in hospitals and institutions; and in unique circumstances, access to programs and services located in settings outside the school. Placement decisions are the determination of the Individualized Education Program Team (IEPT).

### **Student Health**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs in writing and with proper documentation by a physician to the school office.

**Injury and Illness:** All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Dispensing Medication:** Medication may be dispensed during the school day. However, school policy requires both parental and physician consent forms for long-term, regularly scheduled medicine. For short-term medication, such as antibiotics, parental consent is required, but the prescription bottle is sufficient for physician consent. Over-the-counter medications can be dispensed in the office provided they are received in the original container.

All medications, prescribed and non-prescribed, are to be delivered to the main office and taken only with adult supervision. A designated staff person will be available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without school approval.

**Guidelines for Returning to School after Illnesses:** It is up to the parent/guardian to determine whether their student is well enough to be in school, with the ultimate deciding factors being the student's ability to participate in all school activities (indoor and outdoor), and protection of fellow classmates from infection.

**COVID-19 Protocols** - COVID-19 protocols may be in effect for part or all of the 2021-2022 school year. For the most updated policies on the matter visit our website for more information.

**Medical Emergencies:** In case of a medical emergency, the most expedient procedure for the safety of the student will be followed, with immediate attempts to reach the parent(s)/guardian. If the parent(s)/guardian cannot be reached within a reasonable timeframe, the student will be taken to the emergency facilities at Munson Medical Center.

## Code of Conduct

The goal of our Code of Conduct is to protect the educational rights of each of our students at all times. Families sign the code at the beginning of each year as a pledge to respect the rights of the members of our school community.

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. The Greenspire School 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.

**Honesty:** Honesty in all matters is the basic expectation at The Greenspire School. Trust, an outgrowth of honesty, is essential to relationships that hold our community together. In the face of social pressures, truthfulness can sometimes be difficult to maintain; however, honesty is the quality that we value the most in our students.

**Kindness:** We expect that all Greenspire students will treat others with consideration both inside and outside the classroom. Students' treatment of each other must be respectful at all times, whether or not an adult is present. The Greenspire School encourages students, faculty, and parents to accept, tolerate, and welcome differences.

**Discipline:** An integral approach to conduct is one of self-discipline. We understand that students test limits as they grow and they sometimes make mistakes. Our discipline system is based on the philosophy that, if a student is honest in admitting mistakes, his straightforwardness is the first step in accepting responsibility for the mistake, learning from the experience, and not repeating it.

Every student at The Greenspire School has a right to learn and thrive in a school atmosphere that is conducive to academic achievement and social growth. Any behavior that threatens to disrupt the learning process or pose a danger to others is unacceptable.

In the event a student is unable to comply with classroom rules and appropriate behavior, the Code of Conduct will be a guideline of how particular offenses will be handled.

For more information, please see the Appendix.

**Special Needs Students and Discipline:** Students with disabilities have the same responsibilities and rights as other students and may be disciplined for the same behavioral offenses. However, certain Code of Conduct proceedings must be altered if the student being considered for suspension or expulsion is a special needs student.

**Sexual Harassment:** If a student feels that he or she is being harassed because of their gender or sexual orientation, the student should speak immediately to their instructor, the Civil Rights Coordinator, or another trusted adult in the school community. See APPENDIX for guidelines and the Non-Discrimination and Sexual Harassment Policy.

**Grievance Procedure:** The Board of Education believes that all grievances be resolved as close to their source as possible. All members of the school community and all outside parties involved in a dispute are encouraged to deal directly with the other parties involved. Any grievance should only move to a higher level of authority after direct communication between those initially involved has failed to produce a resolution.

The Board further holds that any party with a valid grievance should be able to find satisfaction in the resolution of their grievance. All members of the school community will be expected to make all reasonable efforts to reach a solution that is acceptable to all parties involved. Any party bringing a grievance to administration will be made aware of all requirements for filing a grievance, as well as all avenues for resolving a grievance. A copy of our grievance procedures is available in the office.

## Admission and Enrollment

**Enrollment Policy:** The Greenspire School shall comply with all application, enrollment, and admissions policies and criteria required by applicable law. You can view the enrollment policies for the middle school at:

<https://greenspireschool.org/apply-middle-school/>

## Grading

Grading and reporting is based on state and Common Core standards. Each student's progress will be cited. In addition, social skills, teamwork, effort, and other life skills will be assessed.

Report cards will go out in January and June. Being standards based they will show student mastery of required core curriculum. Descriptors are: 1= Seldom applies skill/concept at grade level, 2= Progressing with assistance, 3= Independent Progress, 4= Fluent Mastery and percentages are calculated rather than traditional letter grades.

## Appendix

### Goals

The Greenspire School has set the following expectations for student and school achievement.

**Academic Achievement:** As measured by the state assessment, the schools percentage of total tested students in all tested grades identified as proficient in all tested subjects or identified as college ready as reported by the Michigan Department of Education will meet or exceed the select peer schools' mean reported percentage of total tested students in all tested grades identified as proficient in all tested subjects or identified as college ready. Select peer schools are the set of school buildings determined annually by GVSU to be the most demographically, socioeconomically, programmatically, and geographically similar to the school.

**Academic Growth:** As measured by the state assessment, the schools mean student growth percentile rank in English Language Arts and Math will meet or exceed the select peer schools' mean student growth percentile rank. Select peer schools are the set of school buildings determined annually by GVSU to be the most demographically, socioeconomically, programmatically, and geographically similar to the school.

## **Assessment**

Results of achievement towards the above goals will be evaluated annually through the school's comprehensive evaluation plan. See below for further detail.

Student growth will be a key goal of any assessment. Any assessment tool will be coordinated with individual student mastery of the individual Grade Level Content Expectations (GLCEs) and adoption of new, national standards. Additional assessment tools will be in the form of the following:

- **Student Observations:** Ongoing formal and informal student observations will be conducted to help assess the needs and interests of the students and expand learning. Students will “help” monitor mastery of GLCEs on an ongoing basis.
- **Classroom Based Measures:** Staff will use a variety of evaluative tools such as oral and written assessment, informal and formal student/teacher interviews regarding goal setting and evaluation of progress, daily observation and record keeping determining student progress and mastery. Mastery will be tracked by monitoring successful completion of learning objectives.
- **Student Portfolio Authentic Assessment:** The student portfolio is a comprehensive, living document that evolves with the student as they progress through the curricula over the course of the school year. The portfolio provides an overview of the evolution of progressively higher levels of mastery for each student. For each term, students include personal, academic and group goals relating to the occupations and/or environmental projects. At the end of each term, students include a self-evaluation of their success in meeting their personal objectives in each of these areas.
- **Summative Measures:** Greenspire will administer the state assessments to measure performance levels in core subjects. Results of assessments will be used to evaluate how students and the school are performing overall as compared with similar schools, establish baseline performance data, and assess student mastery of grade-level-expectation content. These results will help Greenspire leadership and teachers determine specific skill and content

areas that may require adjustment in the Greenspire curriculum to match the “timing” of assessments. Other testing sources will be utilized during the school year and in addition to the state assessment at age appropriate levels.

Quiz and test scores for the core subject areas will also be recorded and evaluated as a determinant of student mastery of content and grade level expectations.

- Web-based Assessment Tools: Greenspire will use the Northwest Evaluation Assessment (NWEA) to periodically monitor student mastery of State Curricular requirements.

Results of achievement towards annual targets will be analyzed and progress towards goals will be communicated to the board and appropriate committees.

### **Code of Conduct & Discipline Policy**

Our approach to conduct is one of nurturing the development of self-discipline, effecting positive behavior change through a prepared environment that is a unique interaction between the teacher, other students, and the physical space. Self-discipline is a personal goal that a student usually achieves. However, we recognize that a student will make mistakes and that this is part of learning. As adults who are responsible for guiding the student, we have developed a Code of Conduct that reflects the positive culture of our school and is clear, consistent, and equitable to support the whole community during an incident.

When a conflict occurs, the priority of the teacher and the school is to restore the balance in the classroom community and to begin the process of helping the student who has made a mistake to begin the corrective measures needed.

Assuming responsibility for behavior is to understand and accept the consequences for not keeping the commitment to the community. A tenet of our approach to discipline is to involve the student in the resolution of the conflict and offer as much support as is needed for the success of the student including a self-evaluation of his or her responses after the student has had opportunity to resolve the issue.

In the event a student is unable to honor classroom ethics and appropriate behavior, the following chart outlines how particular offenses will be handled. The administrator, along with the instructor and other professionals, will determine the level of response that applies to a situation based on the number of previous incidents, type of behavior, and the severity of the incident. The number of incidents for a student does not carry forward to the next year. Days of suspension are accumulated for the period of one school year only.

The ***Tier System*** is designed to:

- Provide clarity for students, parents, faculty/staff members, and administrators of the course of action to be taken in handling disciplinary matters.
- Provide consistency in the administration of disciplinary action.
- Provide students with the opportunity to modify behavior.
- Provide a program that is progressive.

- Tier 1:** Administrative conference with the student
- Tier 2:** Administrative conference with student and parent/guardian
- Tier 3:** One day (short-term) suspension\*
- Tier 4:** Three day (short-term) suspension\*
- Tier 5:** Five day (short-term) suspension\*
- Tier 6:** Five day to ten day (short-term) suspension\*
- Tier 7:** Ten day suspension with possible recommendation for expulsion\*
- Tier 8:** Recommendation for expulsion

\*Days are school days, not calendar days

At the discretion of the administrator and/or separate board policies addressing specific disciplinary actions, a student may be placed on any of the tiers under each code of conduct violation depending on the severity of the incident.

At the discretion of the administrator restorative practices may be used to supplement or modify placement in the tier system.

A student may move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Steps assigned will be proportionate to the severity of the misconduct.

In compliance with the law and in cooperation with school police liaisons, some school code of conduct infractions will be reported to law enforcement.

Matters of student suspension and/or expulsion (Tier 3-8) shall be maintained in a student's permanent record (CA60), and shall be transferred to any other private or public school in which the student may seek enrollment. Disciplinary records may be deleted upon graduation with the exception for expulsion for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a faculty/staff member, student, visitor, volunteer, or contractor.

Infractions: The Greenspire School establishes the following categories of misconduct, which may result in suspension or expulsion. These categories are descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or limitation upon the authority of school officials to address any other types of conduct which interfere with the proper functioning of the educational process.

1. **Failure to follow school and classroom rules** — Tier 1-3
2. **Insubordination, disrespect, or disregard** of verbal instruction or direction of school personnel — Tier 1-2
3. **Defiance** - open persistent defiance of the authority of a staff member — Tier 2-3
4. **Unauthorized entry, trespassing/loitering, excessive tardies, skipping class** - Act of student(s) being in an authorized place, lingering aimlessly, occupying bathroom stall with other student(s) in or about school, refusing to leave when directed to do so by school personnel, or skipping class — Tier 2-3
5. **Assault** - verbal assault against students, district employees, volunteers, or contractors - oral threat of bodily harm coupled with an apparent immediate ability to commit same and which puts a person in a reasonable apprehension of such bodily harm — Tier 3-7
6. **Theft** - any theft of money or personal or public property from the school - Tier 2-6

7. **Offensive Speech/Displays** - speech, communication, displays which tend to disrupt the orderly conduct of the educational process — Tier 1-4
8. **Harassment** - the act of verbal or physical behavior, written or electronic communication which could include any of the following items: an expressed or implied threat, interfering with an individual's participation in the activities of the school, unwelcome sexual advances or requests and/or creating an intimidating, hostile, or offensive school environment — Tier 1-7
9. **Fighting** - the act of physical bullying or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship. Physical assault against another student which intentionally causes or attempts to cause physical harm to another through force or violence. This can also include incitement or the prompting of others to action — Tier 1-8.
10. **Possession or use of fireworks and explosives** including stink bombs, bomb bags and bottle bombs— Tier 2-7
11. **Possession or use of fireworks and explosives** that have the potential to do great bodily harm or great physical damage — Tier 8
12. **Possession or use of matches or lighters** — Tier 2-3
13. **Possession or use of controlled substances, drug paraphernalia, alcoholic beverages, or over the counter drugs or medications**
  - First Offense — Tier 2-5 with possible police involvement
  - Second Offense — Tier 5-6 with possible police involvement
  - Third Offense — Tier 7 with possible police involvement
14. **Sale or supplying alcohol or prohibited products** - the act of selling, supplying or arranging for the sale or supply of alcoholic beverages or other prohibited products including, but not limited to e-cigarettes and vapor pens, or hookah pipes and oils, to another person on school property, in school owned vehicles, or at school events — Tier 6-7
15. **Controlled Substances** - delivery or receipt of controlled or alleged controlled substances. The act of, or the intent of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events — Tier 7.
16. **Tobacco/Nicotine** - Possession or use of nicotine product, electronic smoking device, e-liquid, smoking or smokeless tobacco, or any other smokeless paraphernalia while on school property, in school owned vehicles, or at school events — Tier 5-7
17. **Negligence** - damage to the school or personal property through carelessness or inappropriate behavior — Tier 2-4
18. **Forgery** - the act of fraudulently, using, in writing or verbally, the name of another person, or falsifying times, dates, grade, address, absences, or other data pertaining to the school — Tier 1-4
19. **Threats of School Violence** - The act of making a threat (verbal, written, or electronic) to cause harm to another person(s) or property — Tier 7
20. **Fire Alarms**
  - Tampering with a fire alarm box or system or firefighting equipment — Tier 2-4
  - Setting off a false fire alarm — Tier 6-7
21. **Electronic Communication Devices** - no student shall possess, display, record or distribute inappropriate information on cellular phones, laptops, or other electronic communication devices on school property or at a school sponsored event. Students may not use any electronic communication device in any way that is disruptive to the educational process — Tier 1-7
22. **Weapons** - Possession or use of weapons in a school building, on school premises or in a school owned vehicle. The term weapons shall mean any object or instrument,

the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person — Tier 3-7

23. **Infraction of school rules not covered** by another misconduct offense — Tier 1-7

24. **Consumption or Under the Influence** - Consumption or under the influence of alcoholic beverages, alleged drugs, or inhalants without prescription on school property, school owned vehicles, or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included within any public act or school governing code — Tier 2-7.

25. **Bullying** - Bullying is characterized by, but not limited to, deliberate hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves. This includes intimidation, physical acts, direct verbal communication, indirect communication, and hazing — Tier 1-7.

26. **Electronic Tampering** - Any unauthorized use, misuse or access of any of the school district's electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. This includes connection of unauthorized devices or hardware to the network, downloading software or programs without staff authorization, and engaging in any activity which potentially or intentionally compromises network security — Tier 2-7.

Pursuant to state and federal law, the following acts of student misconduct will result in the recommendation for expulsion.

1. **Dangerous Weapons** - Possession or use of dangerous weapons in a school building, on school grounds, or in a school owned vehicle. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, stiletto knife with a blade over three inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon set forth in 18 USC Section 921 — Tier 8.
2. **Arson** - In a school building, on school grounds or in a school owned vehicle — Tier 8.
3. **Criminal Sexual Conduct** - In a school building, on school grounds, or in a school owned vehicle — Tier 8.
4. **Physical Assault** - Against school district employees, visitors, students, volunteers, or contractors — Tier 8.

### Short Term Suspension

A short term suspension is the denial of a student's right to attend school. A short term suspension may be one to ten school days. Students serving suspensions will not be able to attend any Greenspire activity, event, or extra-curricular activity. The Head of School, Assistant Head of School or designee shall inform (in-person or by phone) the student's parent/guardian of the suspension and of the reasons and conditions of the suspension.

During a short term suspension, the student will be given the opportunity to complete school assignments. The student and/or parent has the responsibility for obtaining the assignments from the school.

**NON-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURES  
FOR  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1974  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
THE AGE DISCRIMINATION ACT OF 1975**

**NONDISCRIMINATION POLICY**

In compliance with Title VI of the Civil Rights Act of 1964, title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of The Greenspire School that no person shall, on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

**GRIEVANCE PROCEDURES**

**Section 1**

Any person believing that The Greenspire School or any part of the school organization has inadequately applied the principles and/or regulations of 1) title VI of the Civil Rights Act of 1964, 2) Title IX of the Education Amendment Act of 1972, 3) Section 504 of the Rehabilitation Act of 1973, 4) Title II of the Americans with Disability Act of 1990, or 5) the Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as "a grievance" to the School's Civil Rights Coordinator at the following address: Principal, The Greenspire School, 1026 Red Dr., Traverse City, MI 49684.

**Section 2**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the School Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the School Civil Rights Coordinator within five (5) business days of receipt of answer to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) days.
2. A complainant wishing to appeal the decision of the School Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
3. If unsatisfied the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's

disposition of the appeal shall be sent to each concerned party within ten (10) days of the meeting.

4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, DC 20202. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, DC 20202. The School Coordinator, on request, will provide a copy of the School's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the School Civil Rights Coordinator's office.

**TITLE VI, IX, 504 GRIEVANCE FORM**

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Step 1 – Statement of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant: \_\_\_\_\_

Reported to: \_\_\_\_\_

Principal or Supervisor

Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Grievance Satisfactorily Settled: Yes No

If not, referred to Superintendent or Coordinator of Titles VI and IX and 504

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Step 2 – Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievance Satisfactorily Settled: Yes No

If not, referred to the Board of Education

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Step 3 – Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grievance Satisfactorily Settled: Yes No

Step 4 – Appealed to: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Notifications

## Parents

### **Helping Your Child Succeed in School, Even When Dealing with Homelessness**

- Know your child's educational rights:
  - Enroll your child in school. You can enroll your child even if you are missing documents normally required for enrollment such as immunization records, previous school records, birth certificates, and proof of residency.
  - Let the school know where you want your child to attend school. The McKinney-Vento Act gives your child the right to stay at the same school even if the family's homeless situation means you are no longer living in the same area. This school would be called the school of origin and school districts must let students continue attending if this is in the student's best interest. Your child also may attend any public school that nonhomeless students who live in the attendance area where you're currently living are eligible to attend.
- Keep copies of critical records such as immunizations, Social Security number, health physicals, and individualized education programs (IEPs). Ask someone you trust to keep a set of records for you if your current living arrangements make this difficult.
- Maintain high expectations for your child.
- Ask questions, such as the following:
  - Who is the local homeless education liaison? How can I contact him or her?
  - What transportation is available for my child to stay in the same school (the school of origin)?
  - If my child changes schools, who can help us transfer records quickly?
  - How can my child receive free meals at school?
  - How can my child receive free school supplies, if needed?
  - Who can help if my child needs special education services? How quickly can these services be set up?
  - What academic help is available for my child, such as Title I, Part A, programs or after-school tutoring?
  - What programs can help develop my child's talents and address his/her unique needs?
  - Are there sports, music, or other activities available for my child?
  - How can my child go on class field trips or participate in other school activities if I can't pay for them?
  - Is there a preschool program for my younger children?



For more information about helping your child succeed in school, visit the National Center for Homeless Education website at <http://www.serve.org/nche>, or contact the local homeless education liaison for your school district:

**Statement of Adoption** – The Greenspire School Student Handbook and the policies within have been adopted by the Greenspire School Board of Education.

**Non-Discrimination Policy** – It is the policy of the Greenspire School that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complains, which relate to these federal laws are to be directed to the Principal of The Greenspire School, 1026 Red Dr., Traverse City, Michigan 49684. Phone number (231) 946-4400.

**Emergency Drills** – Emergency drills (lockdown, tornado, and fire) are held at regular intervals and are required by law as an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or goes to assigned areas as quickly as possible. The teacher in the classroom will give the student instructions.

**Emergency Medical Cards** – State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision.

**Facility Use** – Students are not allowed to use school facilities unless they have received permission from the school **and are supervised by an approved adult sponsor** or are attending a school function. School facility use should be arranged by contacting the office.

**Student Records** – The Head of School/Superintendent is the Custodian of Records and is responsible for the supervision of student records at the school. She/he can be reached by calling the School.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen) 18 years of age or older, and those authorized by Federal Law and School regulations.

A parent or adult student has the right to:

- ◆ inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form, which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- ◆ request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form, which may be used to identify which information in the record

the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

- ◆ consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guidelines describe those exceptions and is available upon request.

- ◆ challenge school compliance with a parent's request to amend the records through a hearing. If the Custodian of records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

- ◆ file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.

- ◆ obtain a copy of the school's policy and administrative guidelines on student records (administrative guidelines). The school has established the following information about each student as "directory information".

Each year the school will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information".

The Board designates as student "directory information": a student's name; address; telephone number; photograph; participation in officially recognized activities; activities and sports, if a member of an extracurricular activity; date of graduation; awards received; honor rolls; and scholarships.

The school will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within fourteen (14) days from the date of this notification that s/he will not permit distribution of any or all such information.

**Returned Checks** – There will be a fee of \$25.00 for any returned checks.

**School Trips** – Field trips are a part of the educational program at The Greenspire School. All school rules apply on all school-sponsored trips.

**Telephone** – School phones are business phones and are not to be used by students for personal calls.

**Paging/Electronic Devices** – Paging and electronic communication devices such as beepers or cell phones are not allowed to be turned on or used during regular school time and should be checked in the office.

**Visitors** – Parents are welcome to visit. An appointment to confer with a teacher during his/her consultation period can be made by telephoning the office. All visitors must check in at the office.

For the protections of students, school property, and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.

**All visitors must register at the school office.**

Students under suspension or who have been expelled are not allowed on school property, in any school building or admitted to any school function.

**Water Quality** – The drinking water for The Greenspire School is not tested, as that water is supplied by Traverse City, which is responsible for water quality compliance and consumer confidence.

**Work Permits** – An application for a work permit may be obtained through the School Office. This must be filled out by the employer and returned to the school. Anyone under 18 years of age must have a work permit to be employed.

**Pesticide Application** – Parents and guardians of students attending The Greenspire School who wish to be informed prior to any application of a pesticide should contact the school office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a “substance or mixture of substances intended for preventing, destroying, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant.”

**Preparedness for Toxic and Asbestos Hazards** – the School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School’s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

**Drug Free School** – In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in this student handbook, up to and including expulsion from school. When required by State Law, the School will also notify law enforcement officials.

The School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school administration whenever such help is needed.

**Student Hazing** – The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any School sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;

- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the school shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Head of School. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Head of School/Superintendent shall distribute this policy to all students and school employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

**Harassment of Students** – Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the school to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to School disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student who believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the Head of School/Superintendent or Assistant Head of School. Complaints will be investigated in accordance with administrative guidelines.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board Members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment.

Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. Sexting

**Confidentiality** - Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

**Truancy – Truancy Intervention Program** - The Thirteenth Circuit Court, Family Division Truancy Intervention Program serves all schools in Grand Traverse County. The Greenspire School, local law enforcement agencies, Prosecutor's Office, District/Family Court, and prevention service agencies have joined together to improve school attendance while assisting families in getting their children to school. Studies indicate that students who are truant have a greater chance of dropping out of school. Truancy often leads to high-risk behaviors such as violence, alcohol, and substance abuse. The objectives of this program are to:

- Increase student attendance;
- Decrease the number of trancies; and
- Develop a collaborative community effort to assist families of students who are truant.

The Head of School/Superintendent or Assistant Head of School may make a referral to the Truancy Intervention Center at any time regarding past or current attendance concerns and at the principal's discretion. Excessive verified absences may be referred to the Truancy Intervention Center for review.

Our goal is to improve student attendance and ensure that he/she attends school on a regular basis in order to develop to his/her fullest potential.

The state law is briefly explained below for your information:

P.A. 451 of 1977 (amended by P.A. 43 of 1977) **MCL 380.1561**

Section 1561: (1). . every parent, guardian, or other person in this state having control and charge of a **student from the age of 6 to the student's sixteenth birthday**, shall send that student to the public schools during the entire school year (except if enrolled in an approved non-public school). The student's **attendance shall be continuous and consecutive** for the school year fixed by the School in which the student is enrolled.

### **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools**

In accordance with Federal Law, the Board of Education prohibits the use, possession, or concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, performance enhancing drugs as determined annually by the Department of Community Health, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the School will also notify law enforcement officials.

The School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the Head of School/Superintendent or Assistant Head of School or an outside counseling service whenever such help is needed.

### **Notification to Parents of Directory Information**

In compliance with Federal regulations, The Greenspire School has established the following guidelines concerning student records:

A. The Head of School/Superintendent is the School Records Officer responsible for the processing and maintenance of all students. The Head of School/Superintendent's office is located at the main office or she can be reached by calling the school.

B. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen years of age or older), and those designated by Federal Law or School regulations.

C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with School officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the School compliance with the Federal Education Rights and Privacy Act.

D. The school has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within thirty (30) days from the date of this notification that s/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognize activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the School considers would not be harmful or an invasion of privacy, if disclosed.

E. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.