



# At-a-Glance Guide



## School Hours

**Monday - Friday**  
**8:40am to 3:45pm**

**Early Hour Drop off**  
**8am**

**Half Day**  
**8:40am to 11:45am**

**There is no supervision in  
the building after 4pm**

## REACH US

231-421-5905, press 2 for high school

[hsoffice@greenspireschool.org](mailto:hsoffice@greenspireschool.org)

2200 Dendrinos Dr Traverse City, MI 49684



## HELPFUL WEBSITES

- Greenspire Toolbox is where you find documents you may need for your student - <https://greenspireschool.org/toolbox/>
  - District Community Policy Handbook
  - Medication Authorization Form
  - Communication Plan
  - Student Driver Permission Forms
  - BATA Bus Information
  - Spirit Wear Ordering
  - A PDF of this guide is available online in the Greenspire Toolbox
- Weekly Updates will also 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/>

---

## HOW CAN YOU HELP?

### WE'RE SO HAPPY YOU ASKED!

Join the PTO or the Sex Ed Advisory Board, Be a Guest Speaker, Monitor Carline, Tutor Students, Make a Donation, Chaperone a School Event... or send us your ideas!

Email Erica at [erica.walsh@greenspireschool.org](mailto:erica.walsh@greenspireschool.org) to join us!



---

*The information in this guide is intended for ease of reference and does not replace or override information in The Greenspire School District Community Policy Handbook.*

# TABLE OF CONTENTS

|  |    |
|--|----|
| Mission Statement _____                                | 4  |
| Cultural Ideologies _____                              | 4  |
| Project Based Learning _____                           | 5  |
| Environmental Focus _____                              | 5  |
| Graduation Requirements _____                          | 6  |
| Pathways _____   | 6  |
| Dual Enrollment _____                                  | 6  |
| Early Middle College Program _____                     | 6  |
| Student Grades - Login Information and Passwords _____ | 7  |
| Student Technology _____                               | 8  |
| School Supplies _____                                  | 8  |
| Lunch _____  | 8  |
| Student, Parent, & Teacher Communications _____        | 9  |
| Dropping Off and Picking Up Students _____             | 10 |
| Student Code of Conduct _____                          | 11 |
| 2023-24 Staff Directory _____                          | 12 |
| 2023-24 Academic Calendar _____                        | 13 |

## THE 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.

## THE VISION

The Greenspire High School team of educators wishes to build a four-year educational experience rooted in academic excellence alongside a culturally-responsive, experiential project-based curriculum.

## CORE VALUES

- Respect all things on this earth, whether it is 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 beyond high school.
- Building student trust in others through successful collaborative relationships.
- Practice optimism. A negative outlook may reflect in the mind, body, and spirit.



OPTIMISM,  
EFFICACY, &  
RESPONSIBILITY







# PROJECT BASED LEARNING

Project Based Learning (PBL) is a teaching method in which students learn by actively engaging in real-world and personally meaningful cross-curricular projects.

The PBL process emphasizes Voice and Choice, Collaboration, Critique and Revision, Inquiry, and Reflection to empower exploration, design, being a self-advocate, and create meaning within their learning.

## ENVIRONMENTAL FOCUS

The Greenspire High School focuses on rigorous project based learning within an environmentally focused setting. Student work is focused on making purposeful connections between individuals, communities, and the environment.



Ask about our 2024 Spring Break Service Learning Trip to the **Dominican Republic!**

# GRADUATION REQUIREMENTS

Twenty-two and a half credits (22.5) is the minimum requirement for graduation from GHS. All courses must be taken at the school (or a school that GHS recognizes in the case of transfers), or through dual-enrollment courses at NMC. A student earns .5 credits for each course per semester.

|                                      |                  |
|--------------------------------------|------------------|
| <b>English Language Arts</b>         | <b>4 credits</b> |
| <b>Mathematics</b>                   | <b>4 credits</b> |
| <b>Social Studies</b>                | <b>4 credits</b> |
| <b>Science</b>                       | <b>4 credits</b> |
| <b>World Language</b>                | <b>2 credits</b> |
| <b>2 Week Internship- 11th Grade</b> |                  |

|   |                   |
|---|-------------------|
| <b>Digital Arts and Technology I &amp; II</b> | <b>1 credit</b>   |
| <b>Pathway Seminar/Electives</b>              | <b>2 credits</b>  |
| <b>Outdoor Physical Education</b>             | <b>1 credit</b>   |
| <b>Health Education</b>                       | <b>0.5 credit</b> |

## PATHWAYS

GHS's overarching curriculum design blends the best components of a college preparatory high school experience with inquiry-based, PBL methods through a Cohort path experience. This curricular design is a culturally responsive experience that supports student exploration of post-graduation pathways.

As students approach their 11th grade year, student coursework will depend heavily on their pathway selection: Ethics and Environmental Studies, Career Tech Center, Science and Liberal Arts ASA, or Marine Technology Studies AAS.

## DUAL ENROLLMENT

Dual Enrollment allows students to begin taking free college courses. Students can take up to ten dual enrollment courses overall in grades 9-12.

## EARLY MIDDLE COLLEGE

An Early Middle College (EMC) is a Michigan Department of Education approved five-year program of study. EMCs work closely with postsecondary partners to provide students with an opportunity earn a high school diploma and one or more of the following: 60 transferable college credits or an associate degree.

INQUIRE WITH THE SCHOOL COUNSELOR TO LEARN MORE ABOUT DUAL ENROLLMENT OR EMC OPPORTUNITIES

# STUDENT GRADES - LOGIN INFORMATION AND PASSWORDS



To view instructional materials, assignments, & monitor assignment progress, you have a couple of options -

1. From any computer with internet access, go to Google Classroom and have your student login with their GHS account to view Classroom.
2. You can request a **Google Classroom Course Invite** from the course instructor via email to view the course in your own google account. *You will need to request an invite for each of your student's courses.*



Powerschool houses all grades on individual assignments, comments on assignments, & cumulative course grades.

To access your Powerschool account, use your User Name and Password to login the PowerSchool Parent Portal

<https://psgreenspire.northwested.org/public/home.html>

You will receive your log-in from the school. However, if you have lost it or never received it, please contact the high school office

231-421-5905, ext 2  
[hsoffice@greenspireschool.org](mailto:hsoffice@greenspireschool.org)

***Assignment grades & cumulative grades are NOT posted in Google Classroom  
Grades are only posted in Powerschool***

## STUDENT TECHNOLOGY

Students are provided with a MacBook Air that must remain at school. Chromebooks are available for checkout if a student needs to complete school work at home. Students may not bring their own devices from home to use at GHS. However if a student is dual enrolled at NMC, they may bring a device that is pre-approved by the Head of School or Dean of Student Culture for working on their dual enrollment courses.

*See our Technology Handbook and Policy for full details*

## SCHOOL SUPPLIES

Students do not need lots of school supplies! We use our Macbook Airs for our work. It is recommended that all students have a pack of pens, a pack of pencils, 6 folders, and 6 notebooks.

If your student is enrolled in Digital Arts and Technology, they will also need an SD memory card for the DSLR cameras. We recommend a 16gb or 32gb card. Do not get a micro SD with an adapter, the cameras don't like them.



Students NEED: Winter coat, rain coat, boots, lunch carrier and reusable containers, water bottle (we now have 2 water bottle refill stations), personal hygiene products are helpful after PE class, and a 13 inch Macbook Air Computer Cover.

## LUNCH

We do not have a cafeteria or lunch service at GHS. Because of this, students are provided with a refrigerator and microwaves for lunches brought from home. If students wish to purchase food, they can do so during food truck visits to GHS and pizza is available for purchase on Thursdays. Students are not permitted to order Door Dash or have their lunch delivered. Parents may order Door Dash for their student in an emergency situation but this cannot be a regular practice.

Students are encouraged to bring their own dishes and utensils for lunch. However if they do not, we do have a reusable dish/utensil Check Out System. If you would like to use one of our school dishes for your lunch, you may do so by bringing an item of value to the "Student Dish Snitch" to trade. We accept silenced cell phones and Macbook Air devices. When you are done with your dish, you must wash it and return it to the Student Dish Snitch to receive your item of value.

Open Campus Lunch - GHS Open Lunch is a privilege limited to approved juniors and seniors with parental permission and a valid Level 2 or 3 GDL. This provides them the opportunity to leave school during their scheduled lunch period. For more information, please visit the high school office for a permission form.



# COMMUNICATIONS

- **Students should always communicate and self-advocate first** with the staff member closest to the problem they're having. The student and staff member will try to verbally (or via email) solve the problem together. These discussions should be respectful, honoring, and solution-oriented.
- If a student feels that their concern or problem did not become resolved, the parent/guardian may become involved. At this time, please email the teacher and/or the Head of School.
- If you would like to meet with a teacher, we recommend emailing them to schedule a time.
- **Cell phones must be stowed away from bodies** - all day, 8:00am-3:45pm. They must be silenced and stowed away in backpacks, bags, or lockers. Cell phones cannot be located on students' bodies. Music is accessible via Spotify on student Macbook Air devices. If you need to reach your student during the school day, please call the main office (especially if it is an emergency) or email them at their Greenspire email. Please refer to our full cell phone policy in the TGS District Community Policy Handbook for details.
- "Fear of Failure" emails will be sent to parents every two weeks during 2nd and 4th quarter to any student who is not meeting academic expectations. (Individual teachers send these to the student and parent/guardian)
- We will hold face to face and/or video conferencing parent/teacher conferences twice per semester
- Hard Copy Report Cards will be sent home via USPS twice per year

---

***Parents should use their personal email to communicate with staff members.  
Please do not send communications through Google Classroom or Social Media Platforms.***

---

## PARENT CODE OF CONDUCT

Greenspire strives to involve parents/guardians in the education of their students. Please be professional when communicating and interacting with The Greenspire School staff. When emailing or speaking with staff members, please be kind and professional.

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.

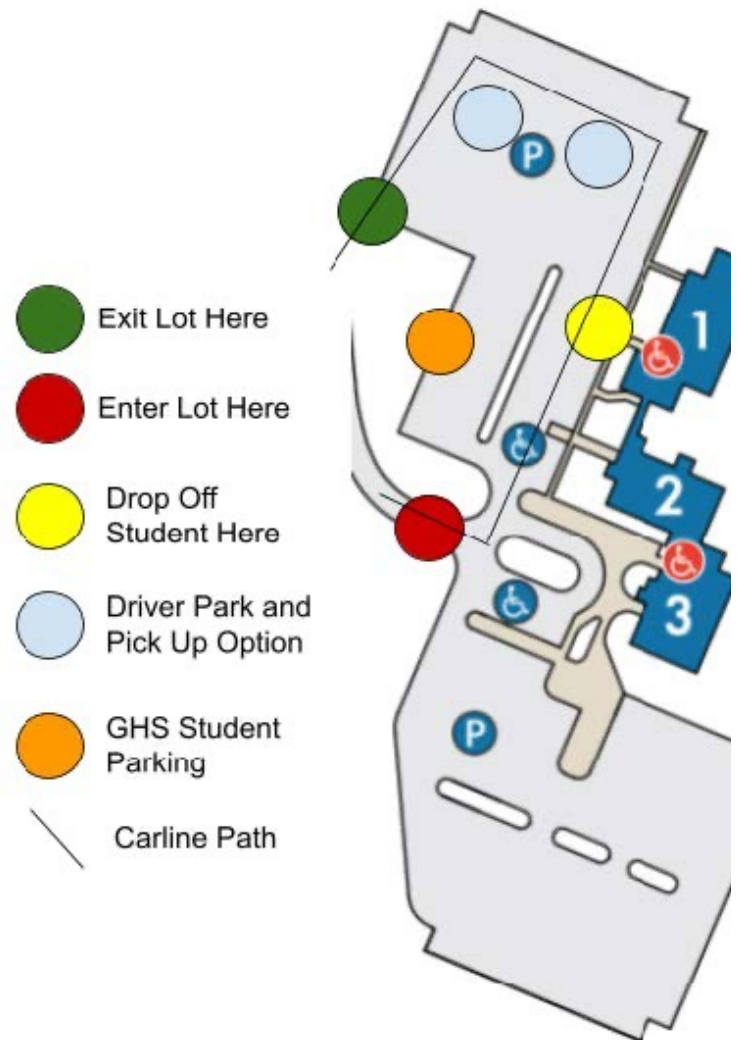
# DROPPING OFF AND PICKING UP STUDENTS

## MORNING DROP OFF

Enter via Dendrinis Dr and turn left at the stop sign. Students can now be dropped off by our entrance door with the Greenspire High School sign. GHS traffic is not authorized to exit via Dendrinis Dr and we MUST exit using the Greenspire exit/egress. Students may enter the building for Early Hour at 8am.

## AFTERNOON PICKUP

Carline at the end of the day start at the location marked with the green dot by the new exit/egress. Please line up behind the last car on the edge of the parking lot and not in the parking area marked with the blue circles. If you are waiting in carline, students cannot enter your vehicle until you are at the green pick-up location. You are also welcome to park in a space so your student can go directly from the building to your vehicle.



## STUDENT DRIVERS

GHS/UC Parking Permits are provided without charge by the high school office to all approved student drivers. These permits must be hung on the rearview mirror in plain sight. All GHS/UC Parking Permits are valid for 1-year and may be revoked if a student violates our driving standards. If a student who is not approved parks in the UC parking lot, they risk being towed at the owner's expense.

# THE GOALS OF THE CODE OF CONDUCT

- Respect all things on this earth, whether it is 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 beyond high school.
- Building student trust in others through successful collaborative relationships.
- Practice optimism. A negative outlook may reflect in the mind, body, and spirit.

---

**THE STUDENT 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. Also in the handbook, students 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 speak with any staff member upon request

Any actions that interfere with these rights will be addressed by staff as we expect that all Greenspire students will treat others with consideration both inside and outside the classroom.

# GHS STAFF

## Administration

Micheal Schramm - Superintendent: michael.schramm@greenspireschool.org

Erica Walsh - Head of School: erica.walsh@greenspireschool.org

Coreene Kreiser - Dean of Student Culture, 504 Coordinator: coreene.kreiser@greenspireschool.org

Sara Schaub - Counseling and Scheduling: sarah.schaub@greenspireschool.org

Torre Boone - Registrar and Main Office Administrator: torre.boone@greenspireschool.org

Breanna McGurn - Office Assistant - breanna.mcgurn@greenspireschool.org

## Teachers

Roderick MacNeil - Science: roderick.macneil@greenspireschool.org

Phil Girard - Literature, Technical Writing: philip.girard@greenspireschool.org

Kate Liberacki - Outdoor PE, Health, Outdoor Education: kate.liberacki@greenspireschool.org

Nicholas Jackson - Spanish, Pathways: nicholas.jackson@greenspireschool.org

Lisa Brown - Digital Arts and Technology, Fine Arts: lisa.brown@greenspireschool.org

Lucy Rangel de Jackson - Special Education: lucy.rangel@greenspireschool.org

Isaac Dedenbach - Special Education: isaac.dedenbach@greenspireschool.org

Jenny Robish- Mathematics: jenny.robish@greenspireschool.org

Anna Hill- Social Studies: anna.hill@greenspireschool.org

Andrew Belsito- Social Studies, Literature, Online WL Courses: andrew.belsito@greenspireschool.org

Lindsay Demmy- Math, Science: lindsay.demmy@greenspireschool.org

# SCHOOL HOURS

**Monday-Friday**  
**8:40am to 3:45pm**

**Early Hour Drop off**  
**8am**

**Half Day**  
**8:40am to 11:45am**

**There is no supervision in the building after 4pm**

## The Greenspire School 2023-2024 Calendar

| AUGUST 2023 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

16-17 Teacher Planning  
28-31 Teacher Planning

| FEBRUARY 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |

14 Count Day  
16 Half Day-Teacher Planning

| SEPTEMBER 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

5 1st Day of School  
Half Day

| MARCH 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

1 No School-Teacher Planning  
22 End of 3rd Quarter  
22-29 Spring Break

| OCTOBER 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

4 Count Day  
13 Half Day-Teacher Planning

| APRIL 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

4 Conferences (Evening)  
5 Half day  
Conferences (Afternoon)

| NOVEMBER 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

3 End of 1st Quarter  
9 Conferences (Evening)  
10 Half day  
Conferences (Afternoon)  
22-24 Thanksgiving Break  
27 No School-Teacher Planning

| MAY 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

10 Half Day-Teacher Planning  
27 No School-Memorial Day

| DECEMBER 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

22 Half Day  
25-29 Winter Break

| JUNE 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

11 Last Day of School – Half Day  
11 Teacher Planning  
12-13 Weather Make Up Days

| JANUARY 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

1-2 Winter Break  
15 No School-MLK Day  
19 Half Day-Teacher Planning  
End of 2nd Quarter  
22 No School-Records Day

### Calendar Key

- No School/Holiday
- No School/Staff In-Service
- Half Day
- Conferences
- Last Day of Quarter

180 days