

# GHS COMMUNICATION PLAN

**Greenspire High School**  
**2200 Dendrinos Drive, Suite 212**  
**Traverse City, MI 49684**  
**231-421-5905**



## General GHS Community Communication

- Weekly Updates are emailed out **every Sunday evening!** They have all of the information you may need for your student for the upcoming week(s). Please scan through this each Sunday/Monday to avoid “surprise updates” from your teen.

- 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/>

Documents you may need for your student will be located here:

<https://greenspireschool.org/toolbox/>

## Individual Communication Regarding Concerns- Student and School Staff Members

- **STEP 1:** Students should 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.
- **STEP 2:** If a student feels that their concern or problem did not become resolved, the parent/guardian may become involved. At this time, the parent/guardian should email the teacher and/or the principal/assistant principal.

## Individual Communication with Parents/Guardians

- We will email the parent(s) with information that is not time-sensitive.
- We will call the parent(s) with any time-sensitive information. Please be sure we have multiple points of contact for time-sensitive, emergency situations.
- For Behavioral Concerns-
  - Minor Concerns- we will email the parent.
  - Major or Recurring Concerns- we will call *and* email the parent.  
(Behavioral issues will be logged into Powerschool.)

- Please email us with any general concerns or questions:

[erica.walsh@greenspireschool.org](mailto:erica.walsh@greenspireschool.org)

- Erica will reply to your email within 48 hours, unless it is a weekend or holiday.
  - Note- Erica spends a lot of time with students-this is why she usually cannot answer emails in a more timely manner.
- Please email our Assistant Principal, **Coreene Kreiser**, with any curriculum, discipline, or special education related questions, concerns or comments:  
[coreene.kreiser@greenspireschool.org](mailto:coreene.kreiser@greenspireschool.org)
- Please email or call **Torre Boone** with any daily logistical questions related to your teen. [torre.boone@greenspireschool.org](mailto:torre.boone@greenspireschool.org).
- Please email our Superintendent, **Dr. Michael Schramm**, with any elevated concerns or feedback you may have! [michael.schramm@greenspireschool.org](mailto:michael.schramm@greenspireschool.org)
- Please email our district career counselor, **Sarah Schaub**, with any scheduling, transcript, career, or social/emotional concerns/questions you may have regarding your teen. [sarah.schaub@greenspireschool.org](mailto:sarah.schaub@greenspireschool.org)
- Attendance Questions - Please call the school: 231-421-5905

## Academic Communication with Parents/Guardians

- Hard Copy Student Schedules will be provided at the August student orientation.
- Hard Copy Report Cards will be sent home via USPS twice per year.

- If you would like to meet with a teacher, we recommend emailing them to schedule a time. Parent Teacher Conferences are held twice a year, but are limited in time, so please schedule an appointment if you would like to have an in-depth conversation.
- *“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.)*
- The **Powerschool Parent Portal** is available to parents to check grades and attendance records.
- **Inclusive Education Contacts:**
  - 504- Stephanie Simpkins
  - IEP- Coreene Kreiser, Jean Schramm, Kim DeCew
  - ELL- Coreene Kreiser
- We hold face to face conferencing parent/teacher conferences in:
  - **November**
  - **April**