Dear Parents of Grant County High School Students,

We are so excited that you care about your child and their education. GCHS employees are committed to the success of your child. Our goal is that each student leaves GCHS "college and career" ready. In order to meet the needs of our students, we have created a communication schedule for our staff.

## **GCHS Communication Plan:**

- If you would like to speak to a staff member of GCHS, we will check our voicemails and return calls after 3:00 pm daily.
- We encourage you to meet with the teacher to resolve any issues, etc. before notifying an administrator.
- All phone calls and emails will be returned within 24 hours.
- Grant County High School will send out a weekly electronic newsletter.
- Grant County High School will place a weekly one call phone message.
- If you would like to set up an appointment to meet with a Principal, please leave a voicemail on the appropriate administrator's voicemail.
- Meetings will be set up before or after school. Administrators will be utilizing the instructional day to visit classrooms, meet with students and teachers, etc.
- Please check the GCHS webpage for routine updates.

If you would like to receive the weekly electronic newsletter or automated phone call, please send your updated verification form to Amy Caudill.

We look forward to working with you and your child at GCHS. Please let us know if there is anything we can do for you.