

**Baptist Hill High School**

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Learning Community

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Procedures for Responding to Parents' Suggestions

The following guidelines have been established by the Baptist Hill High School Administration and the Leadership Team to ensure effective and efficient communication flow between all stakeholders in the operation Baptist Hill High School.

1. There will be an established suggestion box for input from faculty, staff, students, community members and parents in the front office of the main building.
2. There will be scheduled meetings of the School Improvement Council/Title I on a regular basis.
3. The School Improvement Council/Title I will be placed on the agendas of all community and parental meetings during the course of the school year.
4. Parents will have opportunities for individual and group questions regarding student activities and the Title I budget and planning process during the annual meetings of the Baptist Hill School Improvement Council/Title I.
5. Parents and other stakeholders will be encouraged to bring any and all suggestions, concerns and/or issues to the administrative team and/or the leadership team.
6. Baptist Hill High School administration will train and direct clerical staff to pass on all phone calls or visits to the Baptist Hill High administration to ensure quick and thorough follow-up.
7. Baptist Hill High School administration will gather parent's suggestions, concerns and/or issues and bring them to the respective school-based team (ex. grades level, Instructional Leadership, MTSS, Admin+).
8. All suggestions, concerns, and or issues will be followed up with a response to the interested party within 48 hours of the respective teams meeting.
9. Baptist Hill High School families will have access to our Bobcat Communications email and principal's parent newsletters. Bobcat Communications will provide internal and external stakeholders with school and community updates, events, notifications, etc. Parental suggestions and concerns sent to Bobcat Communications will be referred to respective school-based teams.