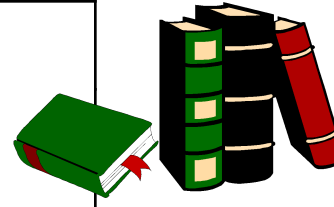




# KINGSTON ELEMENTARY SCHOOL

Dr. Dawn Brooks, Principal  
Sarah Rogers, Assistant Principal  
[www.hcs.k12.sc.us/elem/ke/index.htm](http://www.hcs.k12.sc.us/elem/ke/index.htm)



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## Providing Timely Responses for Parents Suggestions

To better serve our parents and the community, Kingston Elementary is implementing a School Response Policy for answering questions, comments and concerns. The policy is as follows: Parents may make suggestions through phone calls or any other means of communication about how their suggestion could meet the needs of our school. Parents may contact Martina Moore, Title I Parent Coordinator and Guidance Counselor, with any suggestions they may have @ 843-365-8259 or Dawn Brooks, Principal @ 843-365-3777. Suggestions will be shared with the Title I planning committee. Questions, concerns, etc. will be reviewed and all phone calls from parents will be returned within 3-4 business days after the meeting with a response. Any changes and reminders about the school's schedule and activities are sent via a 3N Notification phone system.

**Outcome:** Administration and School Improvement Council / Title I Planning Team meet regularly to discuss stakeholder issues. Updates for parents are given through website information and newsletter communication.