



## **Providing Timely Responses for Parents Suggestions**

1. Riverside Elementary School sends weekly announcements via text messages and emails. Each announcement has a link for parents to submit comments or suggestions or they may write comments to their child's teacher, who will give them to Mrs. Melissa Wolfe; we also have a suggestion box located at the front office.
2. Parents may also contact Melissa Wolfe, the school principal, with any suggestions they may have. Talking with parents through phone calls, emails, home visits or any means of communication about their suggestion and how their suggestion could meet the needs of our school will be handled by Mrs. Wolfe, School Improvement Council and the Title I Planning Committee.
3. Discuss with school administration and School Improvement Council / Title 1 Planning Team about suggestions that parents may have.
4. Changes and reminders of school activities via Parent Link phone system or flyers.
5. Phone calls from parents are always returned within 24 hours. Most calls are returned the same day. Outcome: Administration and School Improvement Council/ Title One Planning team meet regularly to discuss stakeholder issues. Updates for parents are sent through website information and text/email communication.