

*Minnie Hughes Elementary School*  
8548 Willtown Road  
Yonges Island, SC 29449  
Ph: 843-889-2976 Fax: 843-889-6758  
*Bridget A. Berry, Principal*

Written Procedure(s) for Suggestion Box:

The suggestion box is located inside the main office located at Minnie Hughes Elementary School. Parents, Students Teachers, Staff and the community have access to the suggestion box and it is located in a visible location. Writing utensil(s) and paper is available upon request from the front office staff which consists of Mrs. Blondell Gadsden (Secretary/Bookkeeper) and Mrs. Lonnie Jenkins (Attendance Clerk).

- 1.) Persons who have suggestions on the Title I program or school wide program regarding Minnie Hughes Elementary will be required to communicate in writing their concerns or suggestions.
- 2.) The comments, concerns and suggestions will be placed in the suggestion box located in the main office. **\*If comments are not in written form upon entering the office, paper and writing utensil(s) will be made available upon request; so comments may be placed in the suggestion box at that time.\***
- 3.) The suggestion box will be checked once a week at noon on every Monday during the school year. The person(s) who will have access to this box will be the LEA, Ms. Bridget Berry and the Parent Advocate/Liaison, Mr. Willie Brooks.
- 4.) Upon receiving the suggestions/comments/concerns out of the box, these items will be answered with 5 business days or approximately one week. When contact information is provided on a suggestion form, Ms. Gibbs will address the concern in one of the following ways:
  - a.) contact the person(s) and communicate with them directly (phone or email)
  - b.) send a letter addressing their concerns
  - c.) provide an invitation to attend an upcoming Title I school meeting and speaking with the person directly.