



PROCEDURES FOR PROCESSING PARENT SUGGESTIONS

Coastal High School values the input of parents and families as essential partners in student success. Parents are encouraged to provide suggestions regarding the school's Title I program, Parent and Family Engagement Policy, School-Parent Compact, school improvement efforts, and the use of Title I funds.

Submission of Suggestions

Parents may submit suggestions at any time by:

- Completing a Parent Suggestion Form available in the school office or on the school website.
- Emailing the Title I Coordinator
- Providing feedback during Title I meetings, parent workshops, surveys, or advisory committee meetings.

Review Process

1. All suggestions will be documented upon receipt.
2. The Title I Coordinator or designated administrator will review each suggestion.
3. Suggestions related to Title I requirements or school improvement will be shared with the School Leadership Team and, when appropriate, the Title I Planning Committee.

Response Timeline

- Parents will receive confirmation that their suggestion has been received within **10 business days**, when contact information is provided.
- When appropriate, the school will provide information regarding actions taken or the status of the suggestion within **30 business days**.

Consideration of Suggestions

Suggestions will be considered based on:

- Compliance with federal and state laws.
- Educational benefit to students.
- Alignment with school improvement goals.
- Available funding and resources.
- Safety and operational feasibility.

Submission of a suggestion does not guarantee implementation; however, all recommendations will receive thoughtful consideration.

Recordkeeping

The Title I Coordinator will maintain records of parent suggestions, responses, and resulting actions as part of the school's Parent and Family Engagement documentation. These records may be reviewed during Title I program monitoring.

Annual Review

Parent suggestions will be considered during the annual evaluation of the Title I program and Parent and Family Engagement Policy. Appropriate recommendations may be incorporated into future school improvement plans, Title I budgets, or parent engagement activities.