

West Point School Board

2007/2008

Dear Parents of West Point Schools:

West Point Schools are a part of a Department of Defense Education Activity (DoDEA) school district that includes the Domestic Dependent Elementary and Secondary Schools (DDESS) schools located in West Point, New York; Quantico and Dahlgren, Virginia; Puerto Rico and DoDDS Cuba. Our school board is composed of five volunteers who serve as an advisory group to the district superintendent, on matters directly affecting our schools.

In order for us to effectively represent this community we must know your concerns. If you have compliments, complaints or perceive a problem that impacts your child, the school wants to know about it as soon as possible.

In order to address your concerns promptly and efficiently, we request that you try to resolve all conflicts at the lowest possible level. If you are not satisfied or unable to resolve conflicts at one level, the attached document shows you the next level in the Chain of Concern.

If you have classroom, academic, or discipline concerns, please speak to your child's teacher first. The teacher is more likely to have all the relevant facts and can take care of most issues. If you and the teacher cannot resolve the issue, you are encouraged to write or speak to the Principal.

Concerns regarding school-level or non-academic matters should be directed to the appropriate school Principal: Ms. Shawne Cryderman for the Elementary School and Mr. David Rudy for the Middle School.

Concerns over system-wide policies and procedures should be addressed to the Superintendent, at the District Superintendent's Office (DSO) 703-784-2319. In the event that he is unavailable, the assistant superintendent for the New York and Virginia portion of the district will be contacted (position vacant at this time).

If you have raised an issue with the superintendent and are not satisfied with the response then contact one of your School Board representatives. Please note that when information is shared in Open Forum at school board meetings and the public is provided the opportunity to hear your concerns the school board will make no judgment of the issue at that meeting, but the board may ask questions to gather information to clarify the issue. There should also be no mention of the student(s) and/or teacher(s) involved with the issue. It is our goal to assist in resolving the issue rather than to attack a person or make mention of names.

Parental involvement is a key to student achievement and success. We want to hear your concerns, comments, and questions. Please let us know what we can do to make West Point School an even better learning environment for our children. We encourage you to participate by communicating with the school administration, volunteering, participating in the PTO and attending School Board meetings.

School board meetings are generally held on the first Wednesday of each month in the Middle School Conference Room, located on the lower level of the middle school. If you have a concern that you wish to have addressed at an upcoming School Board meeting, please fill out and submit a "Topic of Interest" form to the District office at least ten (10) days in advance. Include a detailed description of your concern along with any background information that may help to resolve the issue. Please let us know whom you discussed the issue with and provide us with any suggestions or solutions you may have. "Topic of Interest" forms are available at the District office (in the Middle School building).

Minutes of each month's meeting will be maintained in the school office and will be posted on the USMA Public Folders under the Education Folder using Exchange Mail or Microsoft Outlook. If you are interested in receiving a copy of the minutes electronically, please notify the office. Your name will be added to an e-mail distribution list.

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