



November 3, 2010

BRONX, NEW YORK

Dear Parents,

The *International Leadership Charter School* is dedicated to promoting a positive and productive school community that has the best interests of our students as a first priority. We look forward to working with every stakeholder to ensure that we comply with our mission and accomplish our goals for a quality education and the academic achievement of all students. With all concerns involving a teacher or other campus-level staff, parents and/or students should contact the school's administrative office and schedule a conference with the teacher as soon as possible. If the problem is not addressed at this level, the parent and/or the student should bring the concern to the attention of the head of school.

If the concern involves a decision or action of the head of school, a call should be made to set up a conference with the head of school. The head of school will make every attempt to address the parent's concerns. If after a conference with the head of school the concerns have not been appropriately addressed, a written request for a conference with the head of school and Board chair should be requested in writing. If after appealing a decision of the head of school, you're not satisfied, a presentation to the Board of Trustees can be made at a regularly scheduled monthly meeting. Please note that a parent has the right to go directly to the Board of Trustees with a complaint if he/she chooses to.

I would like to take the opportunity to introduce our Board Chair, Dr. John Jenkins. Email address [dr.jay@verizon.net](mailto:dr.jay@verizon.net)

If you do not have access to email Dr. John Jenkins can be reached at 718.607.1753.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Elaine-Ruiz Lopez".

Dr. Elaine-Ruiz Lopez  
CEO/Head of School

CC: Dr. John Jenkins