

EAS Communication Process

Communication and trust are the foundation of a successful school. It is imperative that we are respectful toward all members of our school community as we work together on behalf of all EAS students. At EAS, staff, parents, and students work hard to maintain a positive communication process so that we can discuss ideas and address issues and concerns in an open and timely manner.

This process is designed to ensure a consistent avenue of communication for all members of the EAS community. Individual parents and students have direct access to the teachers and principal of E.A.S. Concerns are communicated directly to the appropriate person and information is clarified at its source.

Steps in the Communication Process

1. Determine whether your question or concern is general (school-related) or specific to your child.
2. If general (e.g., curriculum, school policies, programs, school events), address your question or concern to Cheryl Madson (Office Manager) cmadson@lwsd.org or Eileen McMackin (Lead Teacher) emcmackin@lwsd.org
3. If specific to your child, your question or concern can be addressed by:
 - a. Subject area teacher
 - b. Advisory teacher
 - c. Lead Teacher or Principal
4. If your question, concern, or issue needs further attention, please contact Eileen McMackin, Lead Teacher or Cindy Duenas, Principal cduenas@lwsd.org

When parents have a concern about their child's academic progress or social adjustment to school, the first step is to email or call the teacher(s) involved. A follow up to this initial contact may be a conference that includes parents, teachers, and the student.*

Methods of communication include: e-mail, telephone, or meetings. Our policy is to respond to your e-mails and/or phone calls within 48 hours. Emergencies and sensitive issues are addressed immediately.

* Conferences with teachers can be initiated by parents, students, or teachers. Our goal is that every conference has a positive outcome for the student involved. Contact Cheryl Madson, Office Manager, to arrange for a conference. Specify which teacher(s) you would like to have in attendance. Unless otherwise stated, students are always included in the conference.