

# COMMUNICATIONS

Safe Arrival (Absentee Line)	425.821-6329	Transportation	425.882-5120
Resource Center	425.702-3200	Quest Office	425.702-3238
Public Information	425.702-3342	Food Services	425.702-3393

The best education possible requires the close cooperation of the school and the home. To achieve this we must communicate regularly and effectively. The staff at Carl Sandburg/DCS will use the following means of communication to keep you informed:

- PTSA Informer – sent home weekly on Tuesday with the youngest child
- PTSA General Meetings – held in the library the fourth Thursday of the month
- Curriculum Night – held in September (check Informer and web site for dates)
- Phone Calls
- Personal Notes
- Conferences – in November and March (See back of this page for conference information.)
- Web Page: Lake Washington School District web page: [www.lwsd.org](http://www.lwsd.org)
- Sandburg Web Page: [www.lwsd.org/sandburg](http://www.lwsd.org/sandburg)
- Email - Teachers first initial followed by last name @lwsd.org

Calls to teachers are best placed between 8:15 am and 8:45 am and after 3:40 pm. You may leave a message in the office for a teacher to return your call at other times during the day.

Messages for children during school hours need to be left with the office staff. The message will be delivered to your child in a timely manner.

## CONFERENCE INFORMATION

Scheduled parent/teacher conferences for grades K-6 are in November. Optional conferences are scheduled in March at the request of the teacher or parent. Check the Informer (newsletter sent home with the youngest child in the family every Tuesday) and the school web page at [www.lwsd.org/sandburg](http://www.lwsd.org/sandburg) for exact dates and times.

Sign up for November conferences will be on curriculum night and a reminder notice will be sent home prior to your conference(s).

Our goal is to keep parents informed and involved in their child's education. You can help maintain this communication by calling, emailing, or sending a note to your child's teacher when you have a question or concerns.