

Brent Elementary – A Family Guide to Communicating with Staff

Brent Main Office	Brent’s main office is staffed Monday - Friday from 8 – 4:30 p.m. In-person meetings are by appointment only. Contact the main office for general questions, to schedule meetings with faculty (including principal), technology support and attendance reporting.
Brent’s Main Office Phone	Office Phone: 202-698-3363
Brent Main Email	brente elementary@k12.dc.gov
Main Office Mobile Number (can receive texts)	Cell Phone: 202-590-7458
Norah Lycknell, Principal	norah.lycknell@k12.dc.gov
Denise Diggs, Manager, Ops	Email: denise.diggs@k12.dc.gov Office Phone: 202-698-3364 Cell Phone: 202-450-7146
JongKyung Lee, School Nurse	Email: jlee6@childrensnational.org Office Phone: 202-727-3890

Student Support Services	Brent’s Student support services is staffed, Mondays - Fridays from 8 – 3:30 p.m. Contact the team for socio-emotional, mental health, school connection and engagement and family support services.
Sara Ewbank, Assistant Principal	sara.ewbank@k12.dc.gov Cell Phone: 916-429-5668
Caroline DeWerd, School Psychologist	caroline.dewerd@k12.dc.gov
Stephanie Young, Social Worker	stephanie.young@k12.dc.gov
Dayon Hairston, Behavior Tech	dayon.hairston@k12.dc.gov Cell Phone: 410-929-0314

Communicating with Your Child’s Teachers	
In the virtual learning setting, open, clear, consistent and two-way communication is critical to students’ academic success. Parents should connect with teachers regarding their students’ academic needs, scheduling questions, instructional content clarification and assessment timelines. Teachers will begin parent outreach on August 24, 2020.	
Teacher Workday Hours	Monday – Friday, 8 – 3:30 p.m.
Email Address	firstname.lastname@k12.dc.gov
Email response time	Due to instructional demands, please allow up to 48 hours response for non-urgent inquiries.
Best Practices for Communicating with your Child’s Teachers	Schedule a conference call or virtual meeting with your child’s teachers for complex issues. Ensure your family is carefully reviewing routine communications including classroom newsletters, school wide communications such as Tues News and school calendars.