

# LINES OF COMMUNICATION

At EAB, we value open, respectful, and effective communication between families and school staff. A strong partnership between home and school helps ensure the best possible experience for our students. When questions or concerns arise, we encourage families to contact the appropriate person directly, following the guidelines below.



## ISSUE, QUESTION, OR CONCERN

- My child's academic progress
- My child's assessments or grades
- My child does not understand something



## WHO TO CONTACT

- **The Student's Teacher**  
In most cases, the teacher is the best first point of contact, as they work most closely with the student and have the most direct knowledge of the situation. If a concern is not resolved after communication with the teacher, parents may contact the appropriate Division Principal for further assistance.

- My child is new to EAB and needs help with the transition
- My child is having difficulties with friendships or peer relationships
- My child is being teased or experiencing social concerns
- My child is worried or anxious
- Our family is experiencing circumstances that may be affecting my child at school
- My child does not want to come to school
- I have concerns about my child's class placement
- My child needs support with career planning (HS)



- **LS Principals:**  
Derek Neslon | [dnelson@eabdf.br](mailto:dnelson@eabdf.br)  
Miriam Rodriguez | [mrodriguez@eabdf.br](mailto:mrodriguez@eabdf.br)
- **LS Counselors:**  
Letícia Falconery | [lfalconery@eabdf.br](mailto:lfalconery@eabdf.br)  
Lilian Rosa | [lrosa@eabdf.br](mailto:lrosa@eabdf.br)
- **MS Principal:**  
Rebekah Adamek | [radamek@eabdf.br](mailto:radamek@eabdf.br)
- **MS Counselor:**  
Clara Andaló | [candalo@eabdf.br](mailto:candalo@eabdf.br)
- **HS Principal:**  
David Bair | [dbair@eabdf.br](mailto:dbair@eabdf.br)
- **HS Counselors:**  
Aleka Bilan | [abilan@eabdf.br](mailto:abilan@eabdf.br)  
Letícia Figueiredo | [lfigueiredo@eabdf.br](mailto:lfigueiredo@eabdf.br)  
Camilla Alvarenga | [calvarenga@eabdf.br](mailto:calvarenga@eabdf.br)

## ISSUE, QUESTION, OR CONCERN

## WHO TO CONTACT

- My child is going to be absent for longer than 5 school days



- **LS Principals & Secretary:**  
Derek Neslon | [dnelson@eabdf.br](mailto:dnelson@eabdf.br)  
Miriam Rodriguez | [mrodriguez@eabdf.br](mailto:mrodriguez@eabdf.br)  
Paola Zanetti | [pzanetti@eabdf.br](mailto:pzanetti@eabdf.br)
- **US Principals & Secretary:**  
Rebekah Adamek (MS) | [radamek@eabdf.br](mailto:radamek@eabdf.br)  
David Bair (HS) | [dbair@eabdf.br](mailto:dbair@eabdf.br)  
Diva Belo (MS + HS) | [dbelo@eabdf.com](mailto:dbelo@eabdf.com)

- I need to notify the school that my child is sick (and/or send in the doctor's note)
- I need to pick up my child early from school



- **LS Secretary:**  
Paola Zanetti | [pzanetti@eabdf.br](mailto:pzanetti@eabdf.br)
- **US Secretary:**  
Diva Belo (MS + HS) | [dbelo@eabdf.com](mailto:dbelo@eabdf.com)

- The custody arrangements for my child have changed



- **LS Principals:**  
Derek Neslon | [dnelson@eabdf.br](mailto:dnelson@eabdf.br)  
Miriam Rodriguez | [mrodriguez@eabdf.br](mailto:mrodriguez@eabdf.br)
- **MS Principal:**  
Rebekah Adamek | [radamek@eabdf.br](mailto:radamek@eabdf.br)
- **HS Principal:**  
David Bair | [dbair@eabdf.br](mailto:dbair@eabdf.br)
- **Business Director:**  
Elizabeth Sullivan | [esullivan@eabdf.br](mailto:esullivan@eabdf.br)
- **Business Office:**  
[businessoffice@eabdf.br](mailto:businessoffice@eabdf.br)

- Any issue, question or concern about my child's participation in the IB (International Baccalaureate Program)



- **IB Coordinator:**  
Isabel Moraes | [imoraes@eabdf.br](mailto:imoraes@eabdf.br)

## ISSUE, QUESTION, OR CONCERN

- My child is experiencing issues with their laptop
- My child is unable to connect to the school network
- My child has an IT-related question or needs technical support



## WHO TO CONTACT

- **Technology Director:**  
Vamshi Mugatha | [vmugatha@eabdf.br](mailto:vmugatha@eabdf.br)
- Technology Support:  
[support@eabdf.br](mailto:support@eabdf.br)

- I have questions about EAB's learning programs and their structure or content
- I would like to discuss my child's MAP assessment results



- **Director of Teaching and Learning:**  
Maria Sieve | [msieve@eabdf.br](mailto:msieve@eabdf.br)

- I have a question about Club EAB or Lower/Upper School Activities



- **Athletics and Activities Director:**  
Rishawd Watson | [rwatson@eabdf.br](mailto:rwatson@eabdf.br)
- **Activities Supervisor:**  
Rafaella Neves | [rneves@eabdf.br](mailto:rneves@eabdf.br)

- I have a question about the Upper School Athletics Program



- **Athletics and Activities Director:**  
Rishawd Watson | [rwatson@eabdf.br](mailto:rwatson@eabdf.br)

- I have a question or concern about the school's Brazilian program (Portuguese, PLA, BSS, or ISS)



- **Brazilian Program Director:**  
Denise Turati | [dturati@eabdf.br](mailto:dturati@eabdf.br)

- I have a question about billing, tuition, or school fees



- **Business Director:**  
Elizabeth Sullivan | [esullivan@eabdf.br](mailto:esullivan@eabdf.br)
- **Business Office:**  
[businessoffice@eabdf.br](mailto:businessoffice@eabdf.br)

## ISSUE, QUESTION, OR CONCERN

- I am not receiving schoolwide emails or The Bulletin newsletter



## WHO TO CONTACT

- **Communications Department:**  
[communications@eabdf.br](mailto:communications@eabdf.br)

- I have a question or concern about school policies or the school's future direction



- **Head of School:**  
Charlie Schlegel | [cschlegel@eabdf.br](mailto:cschlegel@eabdf.br)

