

COMMUNICATING EFFECTIVELY WITH SCHOOL PARTNERS



Rochester Community Schools believes that effective communication is essential for maintaining healthy partnerships with all members of the school community. Understanding the preferred sequential order when connecting with district representatives can ensure questions and concerns are addressed in the most timely and effective manner.

The process to raise questions and address concerns should begin with the staff member closest to the situation, leading up through the numerical sequence (outlined below) if needed.

Families are encouraged to use email as the most efficient way to connect with the appropriate individual. Using the ParentVUE app, an RCS parent or caregiver can click on the “school information” tab to access the entire contact list for staff members in their student’s school. Phone/voicemail may also be used. All community members may call the school or building directly, or use the [Talk to RCS](#) feature on the district website at www.rochester.k12.mi.us.

<p>CURRICULUM, INSTRUCTION, STUDENT DISCIPLINE</p> <ol style="list-style-type: none"> 1 Classroom teacher 2 Principal or school administrator, then supervisor if appropriate 	<p>TECHNOLOGY</p> <ol style="list-style-type: none"> 1 For technology services support, visit the district website (www.rochester.k12.mi.us) 2 Principal or school administrator
<p>TRANSPORTATION</p> <ol style="list-style-type: none"> 1 Transportation supervisor 2 Principal or school administrator 	<p>FOOD SERVICES</p> <ol style="list-style-type: none"> 1 Food services director 2 Principal or school administrator
<p>ATHLETICS</p> <ol style="list-style-type: none"> 1 Coach, then athletic director 2 Principal or school administrator 	<p>FACILITIES, GROUNDS, MAINTENANCE</p> <ol style="list-style-type: none"> 1 Principal or school administrator 2 Facilities manager
<ol style="list-style-type: none"> 3 Central office administrator <ul style="list-style-type: none"> • Assistant superintendent of business operations (includes transportation, food services, and facilities, grounds and maintenance) • Assistant superintendent of special populations, diversity, equity and inclusion • Assistant superintendent of early childhood and elementary education • Executive director of secondary education • Executive director of technology and strategic initiatives 4 Deputy superintendent 5 Superintendent 6 Board of education 	