

## 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](http://www.rochester.k12.mi.us).

<p>CURRICULUM, INSTRUCTION, STUDENT DISCIPLINE</p> <ol style="list-style-type: none"> <li>1 Classroom teacher</li> <li>2 Principal or school administrator, then supervisor if appropriate</li> </ol>	<p>TECHNOLOGY</p> <ol style="list-style-type: none"> <li>1 For technology services support, visit the <a href="http://www.rochester.k12.mi.us">district website</a> (www.rochester.k12.mi.us)</li> <li>2 Principal or school administrator</li> </ol>
<p>TRANSPORTATION</p> <ol style="list-style-type: none"> <li>1 Transportation supervisor</li> <li>2 Principal or school administrator</li> </ol>	<p>FOOD SERVICES</p> <ol style="list-style-type: none"> <li>1 Food services director</li> <li>2 Principal or school administrator</li> </ol>
<p>ATHLETICS</p> <ol style="list-style-type: none"> <li>1 Coach, then athletic director</li> <li>2 Principal or school administrator</li> </ol>	<p>FACILITIES, GROUNDS, MAINTENANCE</p> <ol style="list-style-type: none"> <li>1 Principal or school administrator</li> <li>2 Facilities manager</li> </ol>

<ol style="list-style-type: none"> <li>3 Central office administrator           <ul style="list-style-type: none"> <li>• Assistant superintendent of elementary and early childhood education</li> <li>• Assistant superintendent of secondary and adult education</li> <li>• Assistant superintendent of business operations (includes transportation, food services, grounds and maintenance)</li> <li>• Executive director of special education</li> </ul> </li> <li>4 Deputy superintendent (includes safety, athletics and facilities)</li> <li>5 Superintendent</li> <li>6 Board of education</li> </ol>
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