

## East Rochester Union Free School District Communication Protocol



**About this guide:** ERUFSD school personnel communicate with parents and the community through a variety of methods, including online school messaging, text, e-mail, websites and social media. The District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently while also providing an opportunity to share compliments. The problem solving protocol starts with the staff member closest to the situation, as that person will likely have the most information.

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, the District Clerk can assist you in contacting the Superintendent's Office, and then, if it is still unresolved, the Board of Education. District Clerk: [Kristen.Adler@erschools.org](mailto:Kristen.Adler@erschools.org)

<b>Who do I contact with a question, compliment or concern?</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>Academics</b>				
<b>Chromebook</b>	Teacher	Elementary- Computer Technician MLA/Sr High- Librarian	Senior Director of Instructional Technology and District Communication	
<b>Classroom Procedures</b>	Classroom/Subject Teacher	Building Assistant Principal	Building Principal	Executive Director of Curriculum, Instruction, and Professional Development
<b>Curriculum</b>	Classroom/Subject Teacher	Building Principal	Executive Director of Curriculum, Instruction, and Professional Development	
<b>Mass Notification System</b>	Contact your child's school building office	Email the District Registrar at <a href="mailto:er.registrar@erschools.org">er.registrar@erschools.org</a>	Senior Director of Instructional Technology and District Communication	
<b>Residency</b>	School Office	School Counselor	Building Principal	Executive Director of Curriculum, Instruction, and Professional Development
<b>Student Progress (Online Access: School Tool)</b>	Classroom/Subject Teacher	School Counselor	Building Principal	Executive Director of Curriculum, Instruction, and Professional Development

## East Rochester Union Free School District Communication Protocol



<b>School Safety &amp; Educational Climate</b>				
<b>Bullying</b>	Classroom/Subject Teacher	Building Assistant Principal	Building Principal or DASA Coordinator	Superintendent
<b>Data Protection &amp; Security</b>	Senior Director of Instructional Technology and District Communication	Director of Facilities and Operations	Executive Director of Curriculum, Instruction, and Professional Development	Superintendent
<b>Dignity for All Students Act</b>	Elementary- Teacher MLA/HS- Building Counselor	Building Principal or DASA Coordinator	Executive Director of Curriculum, Instruction, and Professional Development	Superintendent
<b>Inclusivity/Diversity</b>	Teacher	Building Administration	Executive Director of Curriculum, Instruction, and Professional Development	
<b>Safety &amp; Security</b>	School Resource Officer	Director of Facilities and Operations	School Business Administrator	Superintendent
<b>Student Behavior</b>	Classroom/Subject Teacher	Building Assistant Principal	Building Principal	
<b>District Operations</b>				
<b>Athletics</b>	Athlete-- Coach Parent-- Coach	Athletic Director	High School Principal	Superintendent
<b>Budget/Financial</b>	Building Principal	School Business Administrator	Superintendent	
<b>Building Use</b>	Visit the Buildings and Grounds webpage at <a href="http://www.erschools.org/departments/buildings_and_grounds">www.erschools.org/departments/buildings_and_grounds</a>	Building Principal Athletic Director	Director of Facilities and Operations	School Business Administrator

## East Rochester Union Free School District Communication Protocol



<b>District Policies</b>	Building Principals// Directors	School District Clerk	Superintendent	
<b>ER Newsletters and District Communications</b>	Contact <a href="mailto:Sonya.Kordovich@erschools.org">Sonya.Kordovich@erschools.org</a> or <a href="mailto:Danielle.Lorenzo@erschools.org">Danielle.Lorenzo@erschools.org</a>	Building Office	Superintendent	
<b>Extra-Curricular Activities</b>	Club Advisor / Assistant Principal	Building Principal	Executive Director of Curriculum, Instruction, and Professional Development	
<b>Field or Grounds Use</b>	Visit the Buildings and Grounds webpage at <a href="http://www.erschools.org/departments/buildings_and_grounds">www.erschools.org/ departments/ buildings_and_grounds</a>	Athletic Director / Director of Facilities	School Business Administrator	Superintendent
<b>FITS</b>	Athletic Secretary	FITS Coordinator	Elementary Assistant Principal	
<b>Food Service</b>	Building Principal	Shared Food Services Director	School Business Administrator	
<b>Health Issues</b>	School Nurse	Building Principal	Director of Pupil Personnel Services	
<b>Special Education</b>	Special Education Teacher/ Service Provider	Building Principal	Director of Pupil Personnel Services	
<b>Summer Swimming</b>	Athletic Secretary	Pool Director	Athletic Director	
<b>Transportation</b>	Driver	Director of Facilities and Operations	School Business Administrator	Superintendent
<b>YMCA</b>	Y Director	Elementary Assistant Principal	Building Principal	

# East Rochester Union Free School District Communication Protocol



## Quick Contact Guide

### Attendance:

Elementary School ..... 248-6342  
Middle Level Academy. .... 248-6321  
High School ..... 248-6321

### Transportation:

Contact Dan Friday at 248-6310 or  
[Dan.Friday@erschools.org](mailto:Dan.Friday@erschools.org)

### Program Budget Planning and Strategic Planning:

Contact Staci SanSoucie at 248-6308 or  
[Staci.SanSoucie@erschools.org](mailto:Staci.SanSoucie@erschools.org)

### Mass Notification System:

Contact your child's school building, or to change your contact information, email the District Registrar at 248-6328 or [er.registrar@erschools.org](mailto:er.registrar@erschools.org)

### Section 504 Disability Compliance:

Contact Monica Stadler at 248-6375 or  
[Monica.Stadler@erschools.org](mailto:Monica.Stadler@erschools.org)

### Technology:

Contact Dave Rovitelli at 248-6382 or  
[David.Rovitelli@erschools.org](mailto:David.Rovitelli@erschools.org)

### Cafeteria/Food Services:

Contact the Business Office at 248-6308

### District Communications:

Contact Sonya Kordovich (734-3572,  
[Sonya.Kordovich@erschools.org](mailto:Sonya.Kordovich@erschools.org)) or Danielle Lorenzo (734-2782, [Danielle.Lorenzo@erschools.org](mailto:Danielle.Lorenzo@erschools.org)) or your building principal

### Wellness:

Contact the School Nurse at 641-3199 or [Kristine.Mccarthy@erschools.org](mailto:Kristine.Mccarthy@erschools.org)

### School Buildings:

Elementary School ..... 248-6311  
Middle Level Academy. .... 248-6350  
High School ..... 248-6350.....

### Facility Use:

Visit our website and submit an online facility use request. For further information, contact the Facilities Office at 248-6310 or [Dan.Friday@erschools.org](mailto:Dan.Friday@erschools.org)

### Title IX Civil Rights Compliance:

Contact Staci SanSoucie at 248-6308 or [Staci.SanSoucie@erschools.org](mailto:Staci.SanSoucie@erschools.org), or Monica Stadler at 248-6375 or [Monica.Stadler@erschools.org](mailto:Monica.Stadler@erschools.org)

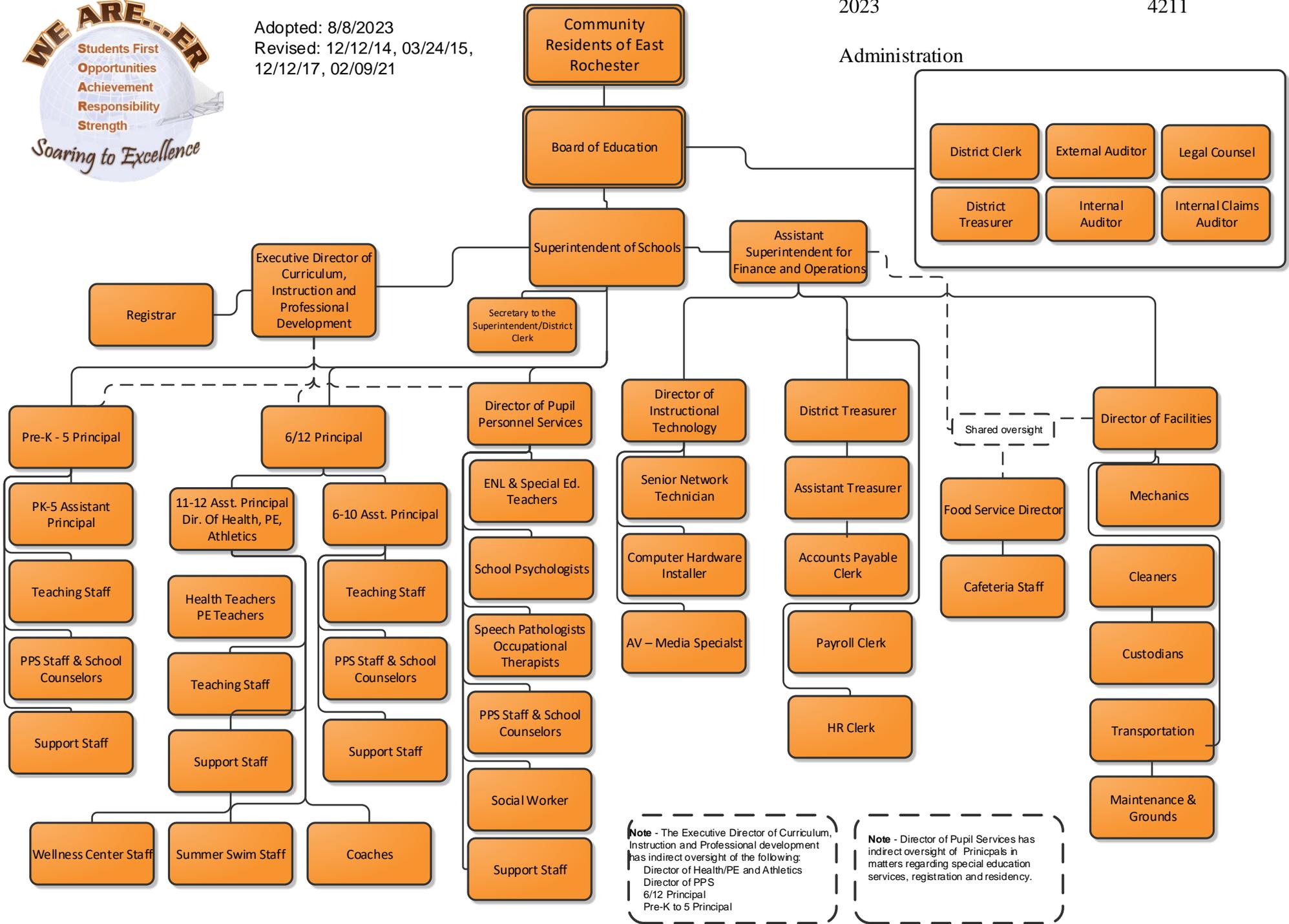
### DASA Compliance:

Contact Marisa Capuano at 248-6311 or [Marisa.Capuano@erschools.org](mailto:Marisa.Capuano@erschools.org) for grades UPK-5 or Alicia Shippy. at 248-6350 or [Alicia.Shippy@erschools.org](mailto:Alicia.Shippy@erschools.org) for grades 6-12.



Adopted: 8/8/2023  
 Revised: 12/12/14, 03/24/15,  
 12/12/17, 02/09/21

Administration



**Note** - The Executive Director of Curriculum, Instruction and Professional development has indirect oversight of the following:  
 Director of Health/PE and Athletics  
 Director of PPS  
 6/12 Principal  
 Pre-K to 5 Principal

**Note** - Director of Pupil Services has indirect oversight of Principals in matters regarding special education services, registration and residency.