

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

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

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

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

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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

Program Budget Planning and Strategic Planning:

Contact Staci SanSoucie at 248-6308 or
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

Section 504 Disability Compliance:

Contact Monica Stadler at 248-6375 or
Monica.Stadler@erschools.org

Technology:

Contact Dave Rovitelli at 248-6382 or
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) or Danielle Lorenzo
(734-2782, Danielle.Lorenzo@erschools.org) or your
building principal

Wellness:

Contact the School Nurse at 641-3199
or 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

Title IX Civil Rights Compliance:

Contact Staci SanSoucie at 248-6308 or
Staci.SanSoucie@erschools.org, or Monica Stadler at 248-6375 or
Monica.Stadler@erschools.org

DASA Compliance:

Contact Marisa Capuano at 248-6311 or
Marisa.Capuano@erschools.org for grades UPK-5 or Alicia
Shippy. at 248-6350 or Alicia.Shippy@erschools.org for grades
6-12.



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2023

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Administration

