The Fallsburg Central School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

**AFTER SCHOOL ACTIVITIES**
- **STEP 1**: Activity Advisor; if not resolved
- **STEP 2**: Building Assistant Principal; if not resolved
- **STEP 3**: Building Principal; if not resolved
- **STEP 4**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 5**: Dr. Ivan Katz, Superintendent of Schools

**ATHLETIC CONCERNS**
- **STEP 1**: Coach; if not resolved
- **STEP 2**: Suzanne Lendzian, Dir. Hllth, PE and Ath; if not resolved
- **STEP 3**: Building Assistant Principal; if not resolved
- **STEP 4**: Building Principal; if not resolved
- **STEP 5**: Dr. Ivan Katz, Superintendent of Schools

**BEHAVIOR, SOCIAL INTERACTION CONCERNS**

For Grades K-6:
- **STEP 1**: Classroom Teacher; if not resolved
- **STEP 2**: Social Worker; if not resolved
- **STEP 3**: David Viglione, Asst Prin.; if not resolved
- **STEP 4**: Mary Kate Stonehour, Principal; if not resolved
- **STEP 5**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 6**: Dr. Ivan Katz, Superintendent of Schools

For Grades 7-12:
- **STEP 1**: Classroom Teacher; if not resolved
- **STEP 2**: Asst Prin.; if not resolved
- **STEP 3**: Mary Kate Stonehour, Principal; if not resolved
- **STEP 4**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 5**: Dr. Ivan Katz, Superintendent of Schools

**BUDGET CONCERNS/QUESTIONS**
- **STEP 1**: Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- **STEP 2**: Dr. Ivan Katz, Superintendent of Schools

**BUILDING USE REQUESTS**
- **STEP 1**: Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- **STEP 2**: Dr. Ivan Katz, Superintendent of Schools

**CLASSROOM/CURRICULUM & INSTRUCTION QUESTIONS**

(Classroom procedures, behavior, grades, schedule, subject matter being taught, teaching strategies, textbooks etc.)

For Grades K-6:
- **STEP 1**: Classroom Teacher; if not resolved
- **STEP 2**: David Viglione, Asst Prin.; if not resolved
- **STEP 3**: Mary Kate Stonehour, Principal; if not resolved
- **STEP 4**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 5**: Dr. Ivan Katz, Superintendent of Schools

For Grades 7-12:
- **STEP 1**: Classroom Teacher; if not resolved
- **STEP 2**: Asst Prin.; if not resolved
- **STEP 3**: Louis Trombetta, Interim Asst Prin.; if not resolved
- **STEP 4**: Dawne Anna-Adams, Principal; if not resolved
- **STEP 5**: Dr. Matthew Evans, Asst. Supt.; if not resolved

**EMPLOYMENT, RESIDENCY AND CERTIFICATION QUESTIONS**
- **STEP 1**: Building Principal; if not resolved
- **STEP 2**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 3**: Dr. Ivan Katz, Superintendent of Schools

**MEDICAL CONCERNS, K-12**
- **STEP 1**: School Nurse; if not resolved
- **STEP 2**: Building Principal; if not resolved
- **STEP 3**: Dr. Ivan Katz, Superintendent of Schools

**SCHOOL PERSONNEL CONCERNS**
- **STEP 1**: Building Principal; if not resolved
- **STEP 2**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 3**: Dr. Ivan Katz, Superintendent of Schools

**SPECIAL EDUCATION CONCERNS**
- **STEP 1**: Teacher/Instructor/Case Manager; if not resolved
- **STEP 2**: Building Principal; if not resolved
- **STEP 3**: Leighanne Russell, Dir of Pupil Pers. Services; if not resolved
- **STEP 4**: Dr. Matthew Evans, Asst. Supt.; if not resolved
- **STEP 5**: Dr. Ivan Katz, Superintendent of Schools

**TECHNOLOGY QUESTIONS**
Jane Tingley, Director of Staff Evaluation and Student Data, with questions regarding technology hardware/software, automated messages, website or app issues, School Tool or student data.

**TRANSPORTATION CONCERNS**
(pickup, route problems, etc.)
- **STEP 1**: Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- **STEP 2**: Dr. Ivan Katz, Superintendent of Schools

**OTHER TRANSPORTATION CONCERNS**
.behavior on school buses, etc.)
- **STEP 1**: Louis Trombetta, Interim Asst Prin.; if not resolved
- **STEP 2**: Dawne Anna-Adams, Principal; if not resolved
- **STEP 3**: Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- **STEP 4**: Dr. Ivan Katz, Superintendent of Schools

**EMAIL:**
Go to district website, www.fallsburgcsd.net and click on Staff Directory and All Buildings. Enter the name of the person you are looking for and their email address will display.

**PLEASE NOTE:**
If your issue has not been resolved after following ALL of the appropriate steps in the communication protocol, then please contact the Board of Education by emailing BOE@fallsburgcsd.net

**PREPARE TODAY * SUCCEED TOMORROW * INSPIRE EXCELLENCE * CHALLENGE THE WORLD**

Fallsburg Jr./Sr. High School
PO Box 124
115 Brickman Road
Fallsburg, NY 12733
Voice: 845-434-6800
Fax: 845-434-0168

Benjamin Cosor Elementary School
PO Box 124
15 Old Falls Road
Fallsburg, NY 12733
Voice: 845-434-4130
Fax: 845-434-0871

Guidance Office
PO Box 124
115 Brickman Road
Fallsburg, NY 12733
Voice: 845-434-6124
Fax: 845-434-2523

Pupil Personnel Services
PO Box 124
115 Brickman Road
Fallsburg, NY 12733
Voice: 845-434-0467
Fax: 845-434-0418