

Chain of Contact for Palmyra-Macedon Middle School

For Assistance with:	Step 1	Step 2	Step 3	Step 4
Academics: <ul style="list-style-type: none"> • Difficulties • Scheduling • Curriculum 	Class/Course Teacher Counselor Class/Course Teacher	Counselor Principal Lead Teacher	Principal N/A Principal	N/A N/A Assistant Superintendent for Instruction
Attendance	School Nurse	Counselor	Assistant Principal	Principal
Athletics	Coach	Director of Athletics and Community Service	N/A	N/A
Student Behavior	Teacher	Counselor	Assistant Principal	Principal
Bullying/Harassment/Discrimination (Dignity for All Students Act)	MS DASA Coordinator	Assistant Principal	Principal	N/A
Classroom Procedures	Teacher	Assistant Principal	Principal	N/A
Counseling	Counselor	Assistant Principal	Principal	N/A
Extracurricular Activities	Advisor	Assistant Principal	Principal	N/A
Food Service	Building Cafeteria Manager	Food Service Director	Assistant Principal	Principal
Free/Reduced Meal Program	Food Service Director	Assistant Principal	N/A	N/A
Health/Medical	School Nurse	Assistant Principal	Principal	N/A
Registration and Residency	District Registrar	Counseling Office	Principal	N/A
Safety	Principal or Head Custodian	N/A	N/A	N/A
Special Education	Class/Course Teacher	Director of Special Services	Principal	N/A
Transportation	Director of Transportation	Assistant Principal	N/A	N/A
Use of Facilities	Main Office Secretary	Assistant Principal	N/A	N/A
Web Site	Main Office Secretary	Assistant Principal	N/A	N/A

