PALMYRA-MACEDON CENTRAL SCHOOL DISTRICT

COMMUNITY CHAIN OF CONTACT

AREA	STEP 1	STEP 2	STEP 3	STEP 4
ACADEMICS	Class/Course Teacher	School Counselor (MS/HS)	Building Principal	District Office
ADULT EDUCATION	Athletic Office	Office of Human Resources	District Office	
ATTENDANCE	Health Office	Principal	District Office	
ATHLETICS	Coach	Athletic Office	Principal	District Office
BEHAVIOR AND CLASSROOM PROCEDURES	Teacher	MS/HS Assistant Principal	Principal	District Office
BUDGET/FINANCE	District Office			
BUILDINGS AND GROUNDS	Building Main Office	Office of Facilities and Operations	District Office	
COUNSELING	Teacher/School Counselor	Principal	Office of Special Services	District Office
DISTRICT POLICY	District Clerk	Superintendent	Board of Education	
EMPLOYMENT	Office of Human Resources	District Office		
EXTRACURRICULAR ACTIVITIES	Advisor	Principal	District Office	
FACILITIES	For use, complete and submit digital form on website	Principal/Athletic Office	District Office	
FOOD SERVICE	Building Cafeteria Manager	Director of Food Services	Principal	District Office
FREE/REDUCED-PRICE MEAL PROGRAM	Building Cafeteria Manager	Director of Food Services	District Office	
HEALTH/MEDICAL	Health Office	Principal	District Office	
PUBLIC RELATIONS AND COMMUNICATION	Public Relations Specialist	District Office		
REGISTRATION AND RESIDENCY	Registrar	Office of Human Resources	District Office	
SAFETY	Building Principal	Director of School Safety	District Office	
SCHOLARSHIPS	High School Counseling Office			
SPECIAL EDUCATION/ ENL	Teacher or School Counselor	Office of Special Services	Principal	District Office
TECHNOLOGY/ WEBSITE	Teacher	techhelp@palmaccsd.org	Director of Instructional Technology	District Office
TRANSPORTATION	Bus Driver	Transportation Supervisor	District Office	

NOTE: Our Community and Family Outreach Coordinator may be identified by administrative staff as a point of contact at any time for purposes of addressing unresolved matters.

9/5/2025