



Communication Matrix

District stakeholders, including students, staff, parents, and community members, should use the matrix below to address questions, concerns, or comments starting at level 1. If a resolution is not achieved, it is appropriate to move to the next level.

Question/Comment/Concern	1	2	3	4	5
Academics (Curriculum, Instruction, Assessment, Grading, Special Education, Tiered Support Services)	Teacher	Principal or Assistant Principal	Member of District Academic or Pupil Services Team	District Administrator	
Activities and Athletics	Coach/Sponsor	SASD Athletics & Activities Director			
Communications	Teacher	Principal or Assistant Principal	SASD Communications Specialist		
Facilities & Operations (Buildings, Maintenance, Food Service, Transportation, Safety/Security)	Principal or Assistant Principal	Buildings & Grounds Supervisor, Safety Coordinator	Director of Business Services	District Administrator	Board of Education
Student Services (Discipline, Guidance, Social/Emotional Learning)	Teacher or School Counselor	School Psychologist/Social Worker	Principal or Assistant Principal	Director of Student Services	District Administrator
General Concerns	Teacher	Principal or Assistant Principal	District Level Director	District Administrator	Board of Education