

Healthy Communication on Teams with Families: A Reflection Tool

Overview: This tool is designed for coaches, school and district leaders, and their leadership teams. Its purpose is to help with analyzing communication patterns on teams that include families. The tool will guide you through criteria for healthy communication and direct you to align data and evidence to support your perceptions. This reflection tool will help provide perspective for current communication practices on your team and areas for growth in improved collaboration.

Directions: For each item on the reflection tool, rate your team's current level of practice. Provide evidence and considerations for next steps.

Level of Practice		Description
Not evident	1	Our practices do not reflect this communication principle yet.
Emergent	2	We try to do this. Our practices inconsistently reflect this communication principle.
Rising	3	Our practices usually reflect this communication principle, but we have room for growth.
Exemplary	4	Our practices reflect this communication principle with fidelity in each of our meetings.

Communication Principles	Rating	Evidence	Considerations and Next Steps
Sense of Purpose: All members of the team have a shared sense of purpose for successful outcomes for students. Each member of the team is valued for the unique skills and perspective they share. Roles of team members are clear.			
Patterns of Participation: Protocols for participation are consistently honored to ensure balance between members. Communication is a multi-directional exchange of ideas.			
Equity and Inclusion: The team represents a balance of members of the school community. A range of different backgrounds and experiences are "at the table." Inclusive language (such as "we" and "us") is the norm. The team clarifies acronyms and jargon to ensure that families can fully participate in the conversation.			
Conflict and Decisions: Members of the team collaborate in a respectful and cordial exchange of ideas, even when members disagree. Decision-making processes are clear and consistently followed.			
Mood and Tone: The mood during team communication is authentic, engaged, and relaxed. The tone of conversations is respectful, calm, and friendly.			
Physical/Virtual Space: The space for the meeting, whether virtual or in-person, creates a sense of belonging. Participants are comfortable, open, and welcoming. The space is accessible for all members.			