Communication and Collaboration Growth Chart

The key to successful collaboration is clear and consistent communication. It is important to discuss logistical concerns as well as philosophical approaches to education and youth development. These conversations will begin between partners and the school community partner liaison, but a successful partnership will also involve students, teachers, and families in these discussions.

Below are some techniques for establishing regular and effective communication between schools and community partners. Assess how well your school and its community partners communicate with each other. Respond to each statement using a scale of 0 to 2:

0 = a strategy that will be a long-term initiative, or is not applicable to your partnerships

1 = a strategy that can be achieved in the next couple weeks

2 = a strategy that is already in place

Collectively these techniques reflect best practices in communication and collaboration. Whenever possible, community partners and school liaisons should review this chart together.

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| --- | --- | --- | --- | --- |
| **LOGISTICS** |  | In Place  [2] | Will Work On Now  [1] | Long-term or not applicable  [0] |
| Obtain and share key contact information for school and partner staff members |  |  |  |
| Track student attendance through the school-wide system |  |  |  |
| Discuss attendance, attendance issues and shared outreach efforts |  |  |  |
| Provide school with 21st Century Community Learning Center student attendance |  |  |  |
| Provide school, in advance when possible, with any staff absences or substitution needs |  |  |  |
| Share school calendars and bell schedules |  |  |  |
| Communicate any schedule changes at the beginning of each month and send reminders the week before |  |  |  |
| Utilize available classroom para professionals in partner classrooms to ensure a safe and enjoyable learning environment for the students |  |  |  |
| Have a written space-use agreement and review it before each new enrichment session begins – make sure teachers see this agreement as well |  |  |  |
| Create a plan for shared resources and fundraising |  |  |  |
| Provide the school with a list of materials, space and additional personnel  needed in advance |  |  |  |
| Create a shared plan for student recruitment and parent outreach |  |  |  |
| **TOTAL** |  |  |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Curricular Alignment** |  | In Place  [2] | Will Work On Now  [1] | Long-term or not applicable  [0] |
| Discuss curriculum integration and alignment objectives |  |  |  |
| Discuss the school’s and partner’s goals and objectives for students |  |  |  |
| Discuss parent and student feedback regarding curricular content and goals |  |  |  |
| Review objectives and plans of project or activity to be delivered by partner with school community partner liaison and a committee of teachers |  |  |  |
| Plan projects and activities related to topics and themes addressed in core classes |  |  |  |
| Train partner on student behavior expectations ad discipline procedures |  |  |  |
| **TOTAL** |  |  |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner Integration** |  | In Place  [2] | Will Work On Now  [1] | Long-term or not applicable  [0] |
| Establish a process for regular meetings between the partner and the established Community Partner liaison |  |  |  |
| Integrate partner into school’s professional development and trainings |  |  |  |
| Invite school staff and families to visit the partner course |  |  |  |
| Invite partners to participate in parent-teacher nights |  |  |  |
| Provide teachers with evidence of learning and achievement throughout program |  |  |  |
| Participate in Individual Education Plan (IEP) meetings for program youth with special needs |  |  |  |
| **TOTAL** |  |  |  |
|  | | | | |

**TOTAL SCORE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**48 – 34 Full Bloom:** Congratulations! The communication and collaboration between school and community partners is well established and strong. You’ve created a dynamic relationship, the base for a long-lasting and successful partnership!

**33 – 24 Blossoming:** Almost there! With the implementation of a few more communication techniques, the relationship between the school and its community partners can blossom into a fuller, more substantial relationship that will better benefit students, helping them develop the skills needed to succeed in school, work, and life.

**under 24 Needs Water:** You can only get better! Communication and collaboration are critical to building an enduring relationship between the school and its community partners. Without these, the relationship can easily deteriorate and fall short in its main objective of providing students with a quality educational experience. Review the best practices above and target a few next steps towards improvement.