

**Eastern Mennonite University
Education Department
Caregiver Communication Rubric**

	Exemplary 3	Competent 2	Does Not Meet Expectations 1
Clarity of Purpose	Audience and purpose(s) of the letter are clearly discernable.	Either the audience or purpose(s) of the letter is NOT clearly discernable.	The audience and purpose(s) of the letter are NOT clearly discernable.
Clarity of Message	Appropriate use of educational terms and academic language. Necessary terms are explained.	Some educational terms are used that may not be clear to the audience. Not all necessary terms are explained.	Inappropriate usage of educational terms, with little or no explanation.
Positive Tone	Tone clarifies a positive direction/approach and articulates strengths of ALL individuals; demonstrates that ALL children can learn.	Tone remains positive however does NOT clearly articulate strengths of ALL individuals and/or demonstrate that ALL children can learn.	Tone is negative in nature; may induce conflict or confusion.
Teacher & Caregiver Collaboration	Collaboration between teacher and caregiver is clearly stated and encouraged.	Collaboration between teacher and caregiver is addressed but not encouraged.	Collaboration between teacher and caregiver is NOT addressed.
Respect for Diversity	Clearly articulates a respect for the fact that students have varying strengths, experiences, and backgrounds.	Somewhat articulates a respect for the fact that students have varying strengths, experiences, and backgrounds.	Does NOT articulate a respect for the fact that students have varying strengths, experiences, and backgrounds.
EMU's Writing Standards	Reflects "A" work according to EMU's undergraduate level writing standards	Reflects "B" work according to EMU's undergraduate level writing standards	Reflects "C" or less work according to EMU's undergraduate level writing standards