

Welcoming School Walk-Through

The Welcoming School Walk-Through is a tool to assess a school's climate. Families cite feeling "welcome" as one of the main reasons they choose, or don't choose, to get involved in their child's school. A school's climate that is family and community friendly is called a welcoming atmosphere.

Directions: Compile a team of 4-6 people (including family member, community member, etc.) to tour the school. Have each person select the best response to each statement. After the tour, the team will meet and discuss each item. The team will come to a consensus for each statement and submit results to school administrator to share with school leadership team and other stakeholders.

<i>Physical Environment</i>	Evident	Somewhat Evident	Not Evident	Comments
1. Signs identify the school name, entrance, parking, office, and buildings				
2. Visual displays promote partnership with families/community for all families				
3. Environment is clean, safe, and orderly				
4. Vision, Mission and Expectations for school and students are displayed				
Overall Comments:				
<i>Office</i>	Evident	Somewhat Evident	Not Evident	Comments
5. Greeted when entered the office				
6. Office is orderly with a designated waiting area				
7. Information available with opportunities for families to get involved with school				
8. Resources (community, agencies, and services) are made available				
Overall Comments:				

<i>Written Communication</i>	Evident	Somewhat Evident	Not Evident	Comments
9. Information is written in respectful language (People First) for all students				
10. Information (signs, flyers, handouts) is in a variety of languages				
11. Contact information is available to assist families with different issues				
12. A method for families to provide feedback of the school is available				
Overall Comments:				
<i>Electronic Communication/Website</i>	Evident	Somewhat Evident	Not Evident	Comments
13. Information is user friendly and easily accessible				
14. Access to child's information (grades, attendance, etc.) is available				
15. Up-dated school information (report card, performance, etc.) is available				
16. Community resources for students and families are available				
Overall Comments:				
<i>Family Center or Designated Family Areas (if applicable)</i>	Evident	Somewhat Evident	Not Evident	Comments
17. Sign and hours are posted				
18. Designated area for families to sit and work				
19. Information (committees, organizations, community resources) is available				
20. School documents (handbooks, policies) available for families to view				
Overall Comments:				