



# Family Friendly Walk Through

**School District:** \_\_\_\_\_

**School Building:** \_\_\_\_\_

**Date of Walk Through:** \_\_\_\_\_

**Observer's Name:** \_\_\_\_\_

\_\_\_\_ Parent  
\_\_\_\_ Agency Staff

\_\_\_\_ School Staff

\_\_\_\_ Community Member  
\_\_\_\_ Other

**Rating Scale:**

**4= doing a great job    3= could do a better job    2= some evidence found    1= no evidence found**

Area being rated:	4	3	2	1	Comments
<b>I. Physical environment</b>					
1. Visible signs in community direct parents and visitors to the school.					
2. Visible signs direct visitors to the parking area.					
3. The school appears welcoming from the outside.					
4. The name of the school is on the outside of the building.					
5. A large banner or sign on the outside of the building welcomes students and parents.					
6. Staff or volunteers are available to greet students and parents in the morning and afternoon.					
7. Clear signs direct visitors to the office to sign in.					
8. Office staff are friendly and greet visitors when they enter the office.					
9. Maps of the building are available for visitors.					
10. When visitors enter the office there is no barrier between the office staff and visitors.					
11. A sofa or comfortable chairs are available in the office area for visitors who need to wait.					

Area being rated:	4	3	2	1	Comments
12. The school creates displays that reflect the diversity of the families it serves.					
13. The school is clean and kept in the best possible condition, including classrooms, hallways, bathrooms, and all other areas.					
14. A parent resource room or area is located near the entrance for parents to borrow educational resources and materials.					
15. Signs are located outside each classroom indicating the grade level, teacher's name, and picture.					
16. Student work is displayed throughout the building clearly explaining the purposes of the work and the high standards it meets.					
17. There is evidence that parental involvement is integrated into all aspects of the school culture.					
18. Welcoming behavior applies to all staff, including custodians, cafeteria staff, bus drivers, etc.					
19. The school is open for extended hours for families and the community.					
20. The school has a warm, caring, student-centered climate, where positive conversations can activities can be heard throughout the building.					
Area being rated:	4	3	2	1	Comments
<b>II. Home-School Communication</b>					
1. School promptly follows up with parents if they have a question or concern.					
2. The school uses a variety of methods for communicating with families and the community (Ex. Newsletters, phone calls, emails, websites, notices, one-on-one meetings, etc.)					
3 Communication media (newsletters, calendars, flyers, etc.) is attractive and welcoming for families.					
4. Information is provided to parents in a language and format they can understand.					
5. Information is translated into other languages.					
6. The school provides low literacy materials to parents in a format that is easily understood.					

Area being rated:	4	3	2	1	Comments
7. The staff answering the phones are polite and professional.					
8. All families receive welcome letters, school calendars, information packets, handbooks, staff directories, and/or other materials at the beginning of each school year.					
9. Staff share positive news with parents regarding their child.					
10. The school helps parents understand their role in regards to homework.					
11. Parents are surveyed regarding their interests, talents, and availability to volunteer.					
12. School informs parents of upcoming school events in a timely manner.					
13. The school website is user friendly.					
14. Teachers have classroom websites containing pictures and information to keep parents informed about the classroom curriculum.					
15. School has a designated person who is responsible for parent outreach.					
16. School has a means for inviting parents to ask questions or express concerns.					
17. School uses after-school and extra-curricular activities as venues to increase home-school communication.					
18. Staff visit and talk with parents, when appropriate, in their homes					
19. Staff meet with parents in their own communities, in a location outside of school.					
20. School has a translator available for families.					
Area being rated:	4	3	2	1	Comments
<b>III. Policies and Practices</b>					
1. A parent handbook with school policies is provided to all families.					
2. School has a parent involvement policy.					
3. The parent involvement policy is shared with families.					
4. The school has a home-school compact.					
5. Teachers, parents and students sign the home-school compact.					

Area being rated:	4	3	2	1	Comments
6. School holds event at the beginning of the year to welcome families.					
7. School holds events throughout the year to involve parents.					
8. School provides opportunities for parents to participate in shared decision making.					
9. School provides parents an opportunity to provide feedback on the policies and practices of the school.					
10. School has an active PTO/PTA					
11. School staff makes efforts to be culturally and linguistically appropriate.					
12. Parent-Teacher conferences are offered at least twice per year.					
13. Student led conferences are utilized by staff.					
14. Parents are recognized for their involvement at the school.					
15. Staff provide opportunities for parents to observe, participate, share and help in the classroom.					
16. Parental involvement activities are linked to academics.					
17. The classroom curriculum is shared with parents.					
18. Parent education is provided at the school.					
19. Teachers find ways to involve those parents who are unable to come to school.					
20. Parent involvement is a priority for the school.					

In which areas is the school doing well?

Which areas need improvement?

Comments:

Recommendations: