Welcoming Environment Checklist

School:

Date:

Welcoming Environment Team Member:

Welcoming Environment Factor	Yes	No
1. Is a welcome sign displayed near the entrance and in the languages used in the community? *Examples/Evidence:*		
2. Are bulletin boards and displays throughout the building student-oriented, colorful, current, and reflective of the diversity of the school's students, families, and community? *Examples/Evidence:*		
3. Is there a place where district and school publications are displayed and easily accessible to parents and community? *Examples/Evidence:*		
4. Are printed materials easy to comprehend by parents and community? *Examples/Evidence:*		
5. Are classrooms, hallways, and bathrooms clean, well kept, and orderly? *Examples/Evidence:*		
6. Are written and oral communications used with parents who speak a language other than English? *Examples/Evidence:*		
7. Do school staff and families have opportunities during which they can get to know each other? *Examples/Evidence:*		
8. Does the office staff answer the telephone and greet visitors quickly, with a smile, and in a friendly, courteous way? *Examples/Evidence:*		
9. Is prompt attention given to telephone calls, messages, and e-mails? *Examples/Evidence:*		
10. Does the school website provide current and relevant information in a way that is easy to comprehend and in the languages used in the community? *Examples/Evidence:*		