

Family-Friendly School Checklist

Directions: Read each of the statements below and choose the number that corresponds to your school.

4: <i>Already doing this</i>	2: <i>This would take some time</i>
3: <i>Could do this easily</i>	1: <i>This would be really difficult</i>

Welcoming Environment

<i>Friendly signs inside and out welcome families and visitors and explain how to get around the building. Extra Credit: A parent help desk is just inside the main entrance.</i>	
<i>The school has standards of welcoming behavior that apply to all staff, including bus drivers, security guards, custodians and cafeteria workers.</i>	
<i>Front office staff is friendly – recognize visitors right away, provide information easily and answer the phone in a way that makes callers glad they have called.</i>	
<i>A comfortable family resource room where parents can meet is stocked with books, games and educational information that families can borrow.</i>	
TOTAL SCORE: <small>(add one point if the extra credit applies)</small>	_____

Programs and Activities to Engage Families in Improving Student Achievement

<i>Current student work is displayed throughout the building. Exhibits clearly explain the purpose of the work and the high standards the work should reflect.</i>	
<i>All programs and activities for families focus on student achievement – they help families understand what their children are learning and promote high standards.</i>	
<i>Special workshops, learning kits and other activities show families how to help their children at home – and respond to what families say they want to know about.</i>	
<i>The school reports to parents about student progress and how teachers, parents and community members can work together to make improvements.</i>	
TOTAL SCORE:	_____

Strong Relationships between Teachers and Families

<i>A “joining process” welcomes families to the school, offers tours and introduces them to staff and other families. Extra Credit: Bilingual speakers are available to help families.</i>	
<i>Frequent opportunities for teachers and families to meet face-to-face and get to know each other – class meetings, breakfasts, home visits, class observations – are provided.</i>	
<i>Teachers or advisors make personal contact with each family at least once a month.</i>	
<i>A family liaison helps teachers connect to families and bridge barriers of language and culture.</i>	
TOTAL SCORE: <i>(add one point if the extra credit applies)</i>	_____

Developing Families’ Self-Confidence and Power

<i>Families are involved in planning how they would like to be involved at the school.</i>	
<i>School committees and the PTA/PTO reflect the diversity of the school community and actively recruit and welcome families from all backgrounds.</i>	
<i>The school is open and accessible – it is easy for parents to meet with the principal, talk to teachers and counselors, and bring up issues and concerns.</i>	
<i>Parents develop school improvement projects and do action research – survey other families, observe in classrooms, review materials and visit other schools and programs.</i>	
TOTAL SCORE:	_____

Professional Development for Families and Staff

<i>Families learn how the school system works and how to be an effective advocate for their child. Extra Credit: Each student has a student support team that includes parent(s).</i>	
<i>Teachers learn about effective approaches to working with families of diverse cultural backgrounds.</i>	
<i>Families and staff have opportunities to learn together how to collaborate to improve student achievement.</i>	
<i>The school reaches out to identify and draw in local community resources that can assist staff and families.</i>	
TOTAL SCORE:	_____

<i>(add one point if the extra credit applies)</i>	
Total Score for the Entire Checklist:	_____

Scoring Guide

A	70-80	<i>You're a family friendly school!</i>
B	60-69	<i>With a little more work, you'll be there.</i>
C	50-59	<i>Focus on the easiest areas, and then tackle the harder ones.</i>
D	40-49	<i>You may need outside help. Pull together an action team.</i>

REFLECTION	<p style="text-align: center;"><i>Which areas are we doing well?</i></p> <p style="text-align: center;"><i>Which ones will need more work?</i></p> <p style="text-align: center;"><i>What are our major concerns right now?</i></p>
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