



## Family Friendly School Checklist

DATE

	ITEMS	YES	NO
1	A large banner or sign on the outside of the building welcomes students and parents.		
2	The school is clean and kept in the best possible condition, including classrooms, hallways, bathrooms, and all other areas.		
3	Signage inside and outside of the building is helpful and clear for visitors. It is easy for families and visitors to find their way to where they need to go. Signs are translated into the languages represented in the school community.		
4	Office staff are friendly and greet visitors immediately when they enter the office with a smile, answers phones politely and easily provide adequate information.		
5	Welcoming behavior applies to all staff, including custodians, cafeteria staff, bus drivers, secretaries, teachers, administrators, etc.		
6	The school has a warm, caring, student-centered climate, where positive conversations can be heard throughout the building.		
7	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.)		
8	Communication media (newsletters, calendars, flyers, etc.) is attractive and welcoming for families.		
9	All written and oral information is provided to parents in a language and format they can understand.		
10	School has a designated person who is responsible for family outreach, (parent coordinator/liaison) to help connect all parents.		
11	All families receive welcome letters, school calendars, information packets, handbooks, staff directories, and/or other materials at the beginning of each school year in a language they can understand.		
12	Families are surveyed regarding their interests, talents and availability to volunteer.		
13	School informs families of upcoming school events in a timely manner and in multiple ways (robo calls, social media, remind, etc) AND in the language of the family.		
14	The school website is user friendly, informative and up to date.		
15	Staff meets with families in their own communities, in a location outside of school, when appropriate.		
16	Schools have a fully bilingual, easily accessible translator available for families at all times, if necessary.		

	ITEMS	YES	NO
17	There are equal opportunities for working parents to attend meetings and activities.		
18	There are social activities for families and community members that promote interactions with school staff.		
19	Childcare is provided for parents during school events.		
20	Professional development for staff includes trainings on working with diverse families, cultural competence, effective communication and parental involvement.		
21	The school curriculum standards and school procedures are clearly communicated to families at the beginning of each year, or upon enrollment.		
22	School holds events throughout the year to involve families.		
23	Schools have an active parent-led organization supported by school staff.		
24	Members of the parent organization are representative of the school population.		
25	Parents are trained to be effective leaders and are involved in decision making in schools.		
26	Funds and resources are provided to support parent and community involvement.		
27	School establishes a tone of respect for all families by being culturally and linguistically appropriate.		
28	Family/Teacher conferences are held at least twice a year.		
29	Teachers find a way to involve families who are unable to come to school.		
30	All staff communicate regularly and positively with parents.		
31	Family Engagement is a priority for the school.		
32	Opportunities, services specifically designed/provided for families of ELLs, students with disabilities, newcomer families are recurring.		
33	Free Tutoring accessible for all students (transportation provided)		
34	Other community resources/organizations are in partnership/offered at school (Head Start, YMCA, team sports, church camps, GED/ESL classes, mentoring programs, counseling)		
35	Basic needs of families are being met such as (food pantry, easily accessible F&R lunch, clothing closet, laundry accessibility, immigration support, after school care, summer/extracurricular activities accessible to all families[cost/transportation], dinner for PM extracurricular activities)		
36	Transition services in place MS to HS, HS to College, (orientations, pre enrollment events, elective/club presentations, financial aid events for PSE...)		
37	College and Career events with PSE and community resources incorporated.		
	Feel free to add items below that your school is doing but that aren't listed above.		
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