
School Community and Parent Engagement Checklist:

Does Your School ...

- Display a mission statement committing the work of the school to students, families and the community it serves?
- Reflect an orderly and safe environment conducive to effective learning by students and productive work by staff?
- Display internal and external signs welcoming visitors to the school?
- Use friendly language to describe what visitors should do when entering the school? Have designated parking areas for visitors?
- Employ office staff who are friendly to visitors, provide needed information easily and answer the phone in a way that makes the caller glad she/he has called?
- Set standards of welcoming behavior for all staff and volunteers, including bus drivers, custodians and cafeteria workers?
- Display student academic work throughout the school?
- Display large readable signs with directions to such areas as the library, gym, cafeteria and restrooms?
- Have an identified and furnished workspace for parents and other volunteers? Have a cheerful and suitably furnished waiting area for visitors?
- Have clearly written information available to parents and visitors explaining school philosophy, programs and how a person can be involved?
- Have an outside marquee that is readable from the street and carries notices of meetings, recognition of students/staff/organizations?
- Make it possible for staff to be easily accessible to parents?
- Produce an overall climate that is cheerful and student-centered?
- Ensure that students demonstrate friendly and courteous behavior?