EQUITY TOOLKIT APPENDIX
Understanding Others

COLORADO
Department of Education

School Community and Parent Engagement Checklist

Does Your School...

	YES	NO
• 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 families and other volunteers? Have a cheerful and suitably furnished waiting area for visitors?		
• Have clearly written information available to families 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 families?		
• Produce an overall climate that is cheerful and student-centered?		
• Ensure that students demonstrate friendly and courteous behavior?		

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