Name: _____   Date: _____

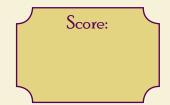## Component B: School-Wide Practices and Policies

School-wide practices and policies can enhance or undermine a welcoming atmosphere. Your team will interview your school's principal. Please take notes so you will be able to discuss his/her answers and complete the Reporting Form with your teammates at the conclusion of the interview.

Rate each question as follows:

1 = No (Definitely Not)

2 = Somewhat True (Minor Evidence)

3 = Mostly True (Yes… But Something's Missing)

4 = Yes (Yes, Definitely)

n/a = Not Applicable

Score:

Indicator	Score	Notes
1. Is an orientation provided for all **students**? If so, please explain where and when orientations are held.		
2. Is an orientation provided for all **parents**? If so, please explain where and when orientations are held.		
3. What type of information packets and other supports are available to new families throughout the year?		
4. How often do teachers make a personal contact with students' families **early in the school year** to report something positive?		
5. How often do teachers make a personal contact with students' families **during the school year** to report positive information?		
6. What kind of informal/social occasions (including off-site events) are offered so that parents and staff can get to know each other during the school year?		
7. How are the expectations about what students should be learning in each grade communicated to families (for example, a school-parent compact linked to learning)?		

School-Wide Practices and Policies (continued)

Indicator	Score	Notes
8. How does your school utilize alternative communication methods with parents who are English language learners in order for them to understand what students are learning and how they can participate in activities?		
9. Is there an established process for students and families to communicate concerns including racial or cultural issues?		
10. Are staff and teachers engaged in regular professional development opportunities to learn about culturally responsive approaches to teaching and engaging all students?		
11. How is information about school and classroom policies, school rules, parent-teacher conferences, bus schedules and lunch schedules made available to parents?		
12. Is the information in item 11 made available to families in their native language for those who do not speak English?		
13. What sort of resources are available for parents to gain access to information about events, enrichment activities and/or curricula? (ex. homework hotline, teacher message boxes, event line, website)		
14. How do you ensure that staff is pronouncing parents', students' and visitors' names correctly?		
15. How is the school's racial and cultural diversity recognized and openly discussed at parent group and faculty meetings, school council meetings, and discussion groups that include staff and families?		
16. How are extra efforts made to welcome and engage families of diverse backgrounds and families that are not usually involved?		
17. Do you have translators for families in your school?		
18. What procedure is in place to contact non-custodial parents regularly?		

School-Wide Practices and Policies (continued)

Indicator	Score	Notes
19. Does the community use your school for planned events or is the community invited to participate in the school in specific ways? How?		
20. How does your school assist parents in choosing additional educational programs for their children? (ex. after school programs, summer programs or enrichment activities)		
21. Are school activities and events scheduled to fit the availability of parents? Are staff members encouraged to participate in these events?		
22. Does your school provide information for parents on adult education classes and other adult learning and enrichment opportunities in the school or community? (ex. English and citizenship classes)		
23. How often does your school survey parents regarding their concerns and/or suggestions for the school? Are these surveys available in a variety of languages?		
24. How often are parents surveyed regarding their interests, talents and availability to volunteer?		
25. What type of training is available for parent volunteers?		
26. What type of training is provided for staff on the Connecticut Standards for School-Family-Community Partnerships?		
27. Does your school have a parent liaison on staff (may also be called a family resource coordinator or similar title) to make connections with families?		
28. Does your school have a written plan for family engagement that is connected to student learning?		
29. How do you and your staff recognize parent participation and contributions?		
30. Does your school have a team of parents and staff that plans and evaluates how families are engaged in supporting student learning (in some schools this is called an Action Team for Partnerships)?		