



Statewide Family Engagement Center

WELCOMING WALKTHROUGHS

Physical Environment Assessment

Your Name: _____ Date: _____

Name of School: _____

District: _____ Phone Number: _____

Component A: Physical Environment

The physical appearance of the facility is an essential element in creating a welcoming atmosphere. Tour your school's parking areas, grounds, entrances, offices, hallways and all common areas. Be sure to take notes of your observations while touring the building so you will be able to discuss your observations and complete the reporting form with your teammates at the conclusion of your tour.

Rate each question as follows:

- 1 = N/A = Not Applicable
- 2 = Not True
- 3 = Somewhat True
- 4 = Very True





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Questions (Indicator):	1 N/A	2 Not True	3 Somewhat True	4 Very True
1. There are clear directions outside of the building for traffic flow, visitor, staff and/or student parking as well as student drop-off / pick-up and buses.				
2. From the parking area, the main entrance is visible or there is signage directing you to the main entrance. Other exterior doors direct visitors to the main entrance.				
3. A welcome sign is displayed near the main entrance in more than one language.				
4. Security features (ex: locks, buzzers, intercom, video cameras, security monitor, security vestibule) are in place and working.				
5. Security procedures (ex: process for identifying people, sign- in / sign-out logs, or asking purpose of visit) are used consistently. Friendly instructions are posted.				
6. Visitors can pick up a badge that indicates their role in the school (ex: family member, tutor, mentor, or volunteer).				
7. Dedicated parking and accessible entrances are clearly marked and convenient with curb cuts, ramps, and/or railings if needed.				



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Questions (Indicator):	1 N/A	2 Not True	3 Somewhat True	4 Very True
9. The main office has a school directory to assist visitors. Signs with arrows are in hallways to direct visitors to commonly requested locations (ex: main office, auditorium, gymnasium, and cafeteria).				
10. There is adequate lighting and/or natural light and the building is a comfortable temperature for learning.				
11. Handicapped accessible facilities (such as restrooms, water fountains and elevators) are clearly marked.				
12. There is a bulletin board for families that include upcoming events and activities in the school (ex: PTO/PTA meetings, family nights, family conferences) and events in the community.				
13. There are other bulletin boards thanking volunteers, PTO/PTA, and community members for their contributions.				
14. Displays and signage reflect the diversity of the school's children and families. They include a variety of family structures, cultural diversity, children with special needs, and racial and ethnic diversity.				



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Questions (Indicator):	1 N/A	2 Not True	3 Somewhat True	4 Very True
15. Student work is displayed throughout the building to show what students are learning. Paintings, murals, and art demonstrate student learning, school pride, community involvement and student interests and demonstrate sensitivity to diverse backgrounds.				
16. There is a place for parents/visitors/volunteers to chat such as a family center that is safe, accessible and inviting. (This may or may not be a dedicated space)				
17. Community and/or social service resources are available in the entrance, lobby or waiting areas and there is a place where families can get detailed information about after school programs.				
18. The interior and exterior of the school is well-maintained and in good repair (ex: parking lots, playground, landscaping & grounds, bathrooms, cafeteria, hallways). There are no visible leaks, mold, or odors.				
19. The school is clean (ex; bathrooms, cafeteria, gym hallways, office , library/media center). Regular cleaning procedures are followed to keep the school free of germs.				
20. The conference room is inviting and non-threatening (for example: student work on display, artwork on walls, materials to read, or plants).				



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Notes: