

Welcoming Schools Tool
 SPDG Welcoming Walkthrough
 Derby High School 12/5/13
 Summary Report Form

Process

A Welcoming Walkthrough Team composed of community members, families, students and staff gathered observation/interview data about the physical environment, practices and policies, staff interactions and written materials and provided information around the areas of strength and areas of improvement of the school.

Components	Areas of Strength	Areas of Improvement
<p style="text-align: center;">Physical Environment</p>	<ul style="list-style-type: none"> • School pride is demonstrated throughout building • Student work throughout • TV shows student achievement • Security procedures are exemplar—visitors are met by staff • Senior lounge is open and welcoming (also used as parent center) • Upcoming events are visible • School is clean and in good repair; courtyard is neatly groomed • School is safe 	<ul style="list-style-type: none"> • Signage and visual aids; school directory (1, 2, 7, 10, 22) • Signs needed inside and outside (where schools are, no signs on north wing doors, parking, main entrance, bus drop off, school hours) Several large directory signs throughout campus • Better accessibility signage needed – New signage was put up throughout the school by Dave Nardone and his staff, an inventory of specific signs will be need to taken. • Student work on conference room walls – art was displayed needs to be updated.
<p style="text-align: center;">School-wide Practices & Policies</p>	<ul style="list-style-type: none"> • Communication to parents, students re: policies and procedures (and multiple opportunities) • Size of school allows for personalization • Individual relationships with students and parents • Use of technology for communication • Written materials also available • Relationships and communication among admin and staff 	<ul style="list-style-type: none"> • Try to translate more materials (12) • Survey parents to encourage more involvement (24) – Parent surveys were distributed this year, computer access was given to parents when they attend parent-teacher conferences • Coordinate parent liaison position (27) • Host events, tournaments to show off DHS (6, 19) – 8th grade parents have an open invitation to tour the school, local schools have visited DHS to see our new school furniture as well as new media center, a spring exposition is being planned to showcase all Derby schools
<p style="text-align: center;">Welcoming Staff</p>	<ul style="list-style-type: none"> • Staff presence is visible and positive • Students are respectful • Community presence is clear and visible • White boards show attention to community & current events • Front office is live, not recorded • High level of comfort visiting building 	<ul style="list-style-type: none"> • Suggestion box should be more prominently displayed (9) • Teachers could contact parents at beginning of year – Parent/teacher contact is a school-wide goal, parent/teacher contact is being tracked using the log entry feature on PowerSchool

<p>Written Materials</p>	<ul style="list-style-type: none"> • Printed materials are clear, jargon-free, easy to read; extra-curricular activities are included • Extra-curricular activities are advertised on web and hard copy 	<ul style="list-style-type: none"> • Have large print version available (2) • Need more activities/information for ELLs, special ed students (3) • PTO info should be in hard copy form (notices, minutes, etc) • Highlight student activities in print form (5-10) • Community tab on website – show recent photos on banner • Include link to student newspaper • Define PTO and other acronyms – this will be changed on website • Translated versions of materials; are they available and do stereotypes determine who gets translations? (13) • Sports activities are over-represented; need calendar for other events/activities – district calendar provides updates on all events taking place in Derby schools, twitter feed for DHS included on school website • Suggestion box on website • If scores are given, they should be explained
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