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
Physical Environment	- Good security procedures - Visitor sign-in and sign-out procedure is well established - School is very clean - Student Work is displayed throughout the school - Handicapped facilities clearly marked	#1The directions outside the building that guide parents to the student drop-off area is NOT clear #1 Signs with the bus routes are not marked #2There are no clear directions posted to the main office NEW SIGNAGE #6 Hours of the building are not clearly posted SECURITY CONCERN #10There is no school directory near the front entrance SECURITY CONCERN #13There is no bulletin board where families can post or receive information PRIVACY CONCERN #15Diversity of school population should be reflected in school displays. Signs in other languages NEW SIGNAGE
Policies and Practices	- Student orientation is provided for all students is very strong - Information packets are provided for all of the parents - Student learning expectations are clearly explained to the families - Parent surveys are collected regarding interest, talents and availability to volunteer	#12 Information about school and classroom policies, school rules, parent-teacher conferences, bus schedules and lunch schedules should be translated to other languages TRANSLATED AND AVAILABLE #15 Need ways to openly discussed and recognized (parent group, faculty meetings, school council) racial and cultural diversity INTERNATIONAL NIGHT SCHOOL GOVERNANCE #25 Parent volunteer training needs to be offered #27 Hire a parent liaison(family resource coordinator) #28 Create a written plan for family engagement that is connected to learning SCHOOL COMPACT

1

Welcoming Staff	- Staff is friendly, professional and courteous - When entering the school, front office buzzed in promptly - All phone calls were appropriately answered - All staff wore visible ID badges - Staff members passing each other in the hallways were friendly and acknowledge each other.	#9 Create a suggestion box at school or a virtual suggestion box #6 School resources(health assessment form) should be linked to the school website ON DISTRICT WEBSITE #6 School resources (handout and handbook) should be translated to other languages
Written Materials	- Website is easy to navigate - Website is a great resource for parents and community - Communication from administration is strong	#8 All new families and all new students from all grade levels should officially be welcomed WELCOMED BY GUIDANCE AND ADMINISTRATION #14 Creation of learning games that are linked to curricular goals should be made available in the website. Homework assignments should be added to the school website GRADE 6 AND 7 ON WEBSITE, #15 Creation of a virtual suggestion box

- Student handbook available online
- School forms on website
- Information distributed by social media
- School messengers sent in English and Spanish