



WCSD Family Friendly Schools Walk-Through Rubric

High Quality	Emerging Practice	Low Quality
Campus is clean and free of litter	Campus is somewhat clean, but there is some litter noted in areas.	Campus is poorly maintained.
Evidence of learning on campus. Lots of student work displayed at all grade levels.	Some evidence of learning on campus. Student work is displayed, but not all grade levels.	Little evidence of learning on campus.
Welcome sign is displayed in all appropriate languages.	There is a welcome sign, but only in English.	School welcome sign does not exist.
Campus maps are visible and available in a handout.	Campus map is posted, but none are available in a handout form.	Campus map is not available.
Front office staff is helpful, friendly, and attentive.	Front office staff is polite, but not overly friendly or welcoming.	Front office staff is unwelcoming and inattentive.
Office staff answer phone calls in a helpful, friendly and professional manner. They are informed about school policies and procedures.	Office staff are polite on the phone, but not overly welcoming or friendly or informed.	On the phone, staff are impolite, not helpful and very short.
There is a welcome packet available for new families with school information.	New families are given a couple of handouts explaining school policies/procedures.	No information is provided to new families upon registration.
There is a suggestion box available for parent comment and it is displayed in a prominent area frequented by parents.	Suggestion box is available, but not prominently displayed or in a high parent traffic area.	There is no suggestion box
There is evidence that information regarding partnership with surrounding community and local businesses is made available to the school community.	A few flyers are made available to the school community regarding partnership with the surrounding community and local businesses.	No information is provided regarding partnership with the surrounding community and local businesses.
An area exists in the school where parents can go for information about school policies/procedures	Parent information area is available but is not well stocked.	An area that parents can find information on school policies and procedures is not available.
The school mission statement is posted in a location that is frequented by parents.	School mission statement is posted but not in an area parents frequent.	School mission statement is not posted.
There is a visitor policy that requires check-in upon entering and wearing visitor ID.	School has a visitor policy in place, but does not adhere to check-in procedures or is poorly enforced.	No visitor check-in policy exists.
There is an area on campus where parents can post announcements and upcoming events.	Parents have an area to post announcements, but it is not prominently displayed or in a high parent traffic area.	An area does not exist for parents to post announcements.
Upcoming events for family participation are posted in several languages and are in an area accessible to visitors.	Upcoming events are posted only in English and found in remote places of the school.	Upcoming events are not posted.
There is a designated area that provides books, materials, resources, written material and a computer for families.	A designated parent area exists, but there are few materials and resources available.	A designated area for parents does not exist on campus.
Front office staff includes individual(s) fluent in families preferred language.	Translation support is given in the front office on an as needed basis.	No translation support exists in the front office.
Entrance to the front office is clearly marked.	There is only one sign marking the front office and it is not clearly visible.	Entrance to the front office is not marked at all.