

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**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, signage, entrances, offices and hallways. 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** = 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
<b>OUTSIDE YOUR SCHOOL</b>		
<b>1.</b> There are clear directions outside of the building for visitor, staff and/or student parking as well as student and bus drop off.		
<b>2.</b> Clear directions to the main office are posted near the front entrance and all other entrances.		
<b>3.</b> A welcome sign is displayed near the entrance.		
<b>4.</b> A welcome sign is displayed near the entrance in more than one language.		
<b>5.</b> Security procedures, such as locks, buzzers and video cameras, are in place. Their use is explained and used for all visitors.		
<b>6.</b> The hours of the building and office are posted near the front entrance and all other entrances.		
<b>7.</b> A handicapped accessible entrance is clearly marked.		

**Physical Environment (continued)**

Indicator	Score	Notes
<b>INSIDE YOUR SCHOOL</b>		
<p><b>8.</b> There are friendly, clear instructions for all visitors to sign in or sign out.</p>		
<p><b>9.</b> Visitors can pick up a badge that indicates their role in the school (for example tutor, mentor, volunteer or family member).</p>		
<p><b>10.</b> There is a school directory near the front entrance.</p>		
<p><b>11.</b> A school map is available in the office or displayed near the main entrance and all other entrances that highlights frequently requested locations.</p>		
<p><b>12.</b> There is a sign or digital type display announcing upcoming events.</p>		
<p><b>13.</b> There is a bulletin board on which parents can post and receive news and announcements.</p>		
<p><b>14.</b> There are other bulletin boards thanking volunteers, PTA/PTO and community members for their contributions.</p>		
<p><b>15.</b> Displays of all kinds reflect the diversity of your school's children and families. They include a variety of family structures, cultural diversity, children with disabilities, and racial and ethnic diversity.</p>		
<p><b>16.</b> Student work is displayed throughout the building to show what students are learning in class.</p>		
<p><b>17.</b> Your school provides a space for parents and visitors to chat (such as a parent center) that is safe, accessible and inviting. Where?</p>		
<p><b>18.</b> Community and social service resources are available in the entrance or sitting areas. (Please explain.)</p>		
<p><b>19.</b> There is a place where visitors, parents or volunteers can gain detailed information about after school programs. (Please explain.)</p>		
<p><b>20.</b> There is a place where volunteers can work to prepare materials for the school.</p>		

**Physical Environment (continued)**

Indicator	Score	Notes
<b>INSIDE YOUR SCHOOL (continued)</b>		
<p><b>21.</b> Your school is clean and in good repair (ex. bathrooms, cafeteria, hallways, classrooms, gym, offices, library/media center, parking lots, playgrounds).</p>		
<p><b>22.</b> Handicapped facilities (such as restrooms and elevators) are clearly marked.</p>		
<p><b>23.</b> Paintings, murals and art demonstrate school pride, community involvement and student interests. The art demonstrates sensitivity to diverse backgrounds.</p>		
<p><b>24.</b> The conference room is inviting and non-threatening (for example, student work on display, artwork on walls, materials to read or plants).</p>		

**NOTES**

A large area with horizontal lines for taking notes, set against a light yellow background.