

Welcoming Environment Walkthrough Review

School: ABC ES

Date: June 24, 2014

Walkthrough Participants: Parents and Staff

Area being rated:	Comments/Suggestions
PHYSICAL ENVIRONMENT	
<p>1. The school's exterior and grounds are well kept and are welcoming to all families and visitors.</p>	<p>+ Grounds appear to be well kept and clean Benches are lovely Entrance is clearly marked Recycling bins add nice touch—look very nice and are welcoming Front door is labeled Nice landscape Bilingual welcome signs Parking sign to lot Clean trash cans/recycling Rear blacktop looks new and engaging</p> <p>Δ Not enough parking spaces As you come from Muddy Branch, sign on hill is not visible Parking is a bit confusing—which is the right entrance for visitors? Marquee sign outdated More flowers outside? More color? Make signs on front door a little bigger Open access- door #28 No exterior "welcome" or school pride signs Parking unclear Benches in mulch no path to get to them</p>

<p>2. The entrance and main office of the building is warm, welcoming, and inviting to all families and visitors.</p>	<p>+ Signs posted on door are good Main office is clean and neat Nice to see birthday acknowledgement in lobby Various languages posted above door School system info in office like Curriculum 2.0 poster Bilingual signs are great Good mission statement displayed Falcon pride – many languages Directory with names of staff Counselor’s questions Entrance clearly marked Carpets Welcome in many languages! Student photos- put more!</p> <p>Δ School sign on building needs to stand out a little more Signs a little wordy What is I.D.A on directory? Stay away from acronyms Falcon and school pride are not large Birthdays were hard to read (good idea but could highlight today's birthday) Main office door was closed and should be open- couldn't see anyone in the office School directory could be used for announcements Lobby feels a little sterile and bulletin boards hidden Look for opportunities for bilingual signage</p>
<p>3. The remaining interior of the building is warm, welcoming and inviting to all families/visitors. (hallways, classrooms, cafeteria, gym, etc.)</p>	<p>+ Lobby area is clean Lunchroom is clean and orderly Media center is clean Media center bulletin board Kitchen very clean Information posted on bulletin board in main hallway neatly placed</p>

	<p>Bathrooms kept well Nice artwork Nice teacher pictures with sayings on wall-would like to see more Children's projects displayed Classrooms neat and organized Courtyard with tables- fresh appearance lunch boxes organized on carts Blacktop on playground had many games. Children looked engaged. Hallway floors and paint look fresh and new</p> <p>△ Some hallways are brighter than others Not all cork board strips decorated What is CAPP? Back hallway seems forgotten about Not many decorations in the gym and Room 172/169 Visitor sign in directions on main office door should be on all hall access doors Bulletin boards would be better than strips Lunchroom seemed dark</p>
<p>4. The building is easy for all families/visitors to navigate. Visitors intuitively know where to locate people and resources.</p>	<p>+</p> <p>△ Teacher names/grades were not clear on all doors No directional signs to get back to key landmarks (office, cafeteria) Exterior doors should have "exit through main door" Exterior door near room 133 was ajar "Welcome to 1st grade"</p>
<p>5. The school's physical environment reflects the school's culture and student population, community, etc.</p>	<p>+ Artwork posted Classrooms have group seating which encourages team projects Quiet and bright Open environment (doors open) Fresh</p>

Engaging to children
SGA and initiatives and clubs highlighted
Artwork at the art room
Table/chairs for kids in the hallway
Media center is open and colorful (mostly books could use more alternate media i.e. globes, etc.)
Each classroom had name boards
Doors were decorated :)
ESOL classrooms were large
Room 157 hallway posters showed what the class is learning
Flowers outside Room 143 made the bulletin strips look more pleasant and not limiting to use
Mrs. Molnar's room was decorated and engaging
The CAPP crayon design board was very creative
SOAR messaging
Gaithersburg reflections

Δ Would like to see more school pride- felt a little sterile
Not engaging to adults
Would like to see more about PTA and parent involvement- PTA board is hidden
Keep posters on kid level- "How do you think signs" are high
Preschool room should have tables, not desks if it is focused on preschool
More core values
More consistency- music room labels, Mrs. Ram room, teacher signs
Utilize bulletin boards and wall space- patrols, etc.

Area being rated:	Comments/Suggestions:
CUSTOMER SERVICE	
<p>1. The main office staff is welcoming and immediately acknowledges all visitors, demonstrating a high level of customer service to all visitors.</p>	<p>+ Staff is welcoming in the main office We were acknowledged right away We were given maps of classroom locations</p> <p>Δ No introductions or greetings- just "How can I help you?" No one was in office when I came in</p>
<p>2. The process for signing in visitors to the school is user-friendly for all families/visitors.</p>	<p>+ Main office sign in book is visible</p> <p>Δ The sign in is not at desk so there's no clear accountability of who's in the building Get brighter visitors stickers</p>
<p>3. Staff is knowledgeable of policies and procedures and seems to be willing to accommodate needs of all families/visitors.</p>	<p>+ Room teachers are in control. Staff is knowledgeable when asked questions We were greeted by all staff Mrs. Cherrnay welcomed me into her classroom (no students) and asked me what I was doing. She explained instruments available. She had grade level goals on the whiteboard When we asked about CAPP, the teacher explained what the letters stood for and how old the students are</p> <p>Δ</p>
<p>4. Staff is visible and accessible to families/visitors.</p>	<p>+ Teachers were with their students at all times Mrs. Guerra welcomed me into class and did not have students so engaged me in conversation Adults throughout building and in empty classrooms</p> <p>Δ Can students use computers at lunch? While observing the library, I did not know if students were in on their lunch hour or from a class. I know the librarian was very busy, but if there was some way that the computers could be made available to students</p>

	<p>to come in during recess, it might help students who do not have access at home. The Integrated Curriculum requires students to have more access to computers. Didn't see a lot of building services</p>
<p>5. All staff demonstrates welcoming and warm behavior to all families/visitors.</p>	<p>+ Lunchroom is orderly 5th grade teacher Ms. Van approached me and introduced herself smiling and she inquired what I was doing in this building</p> <p>Δ Not everyone asked who we were and what we were doing at the school A couple of "hi's" although no introductions or questions about what we were "volunteering: for (our stickers said "volunteer") Did not get the "parents as partners" vibe</p>