



An Invitational Education®
Member Resource

Title:	Checklist for your Inviting School
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Type of Activity or Resource:	Checklist
Objective:	Initiatives, projects and actions for creating a welcoming school environment for parents and students.
Recommended Age Group:	Parents and students of all ages in a school setting.
Materials Needed:	
Time:	
Additional Notes:	

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Checklist for your Inviting School

The following Inviting School ideas were submitted by John Hanna, from Huntington, West Virginia. John was a teacher for four years beginning in 1975. He then served as an elementary principal for the next 32 years. John was always searching for ways to make parents feel welcome and supported. In his last year before retirement, John was responsible for opening a new school. He had students and parents from nine different counties. During his career, John always greeted students each morning at the front entrance and saw them out each evening. In his last year he said " Good Morning" and "Good Bye" in English and in nine other languages. The school did many activities of a diverse nature as well as hosting Chinese exchange students his last three years. He was most proud of making the parents at school feel that their students were safe and that all felt welcome.

Does Your School....

- Have Welcome signs at each entrance**
- Have a staff member at the main entrance morning and evening to interact with students and parents**
(preferably the principal)
- Have an up to date website**
- Have parent friendly test results of reading and math**
- Have a parent friendly school calendar**
- Have multicultural events**
- Have parents from different cultures sharing with classes**
- Have a school profile of ethnic diversity**
- Display of flags or artifacts from different cultures**
- Have a list of community resources such as doctors, childcare, utilities and clinics**
- Have a list of possible tutors**
- Have a welcome package for new parents**
- Have an avenue for parents to share their feedback to you**

- ___ **Train all staff to use welcoming behavior-(including front office, cooks, custodians, bus drivers)**
- ___ **Have an annual parent survey with the results sent home and used internally for improvement**
- ___ **Have meaningful family activities to do at home**
- ___ **Have resource space for parent materials to be borrowed**
- ___ **Have workshops for parents on how to help at home**
- ___ **Have teachers make regular contact with parents**
- ___ **Have student work displayed**
- ___ **Invite parents in for lunch**
- ___ **Give new parents a Welcome Walk through the school**
- ___ **Have school hours posted at the entrance**
- ___ **Answer voice messages and e-mails in a timely manner**