Walk Through School Observation Guide

School:	Observer:
District:	Date:

Note to Data Collector: The purpose of this instrument is to systematically obtain information that may be readily observed as you enter and tour a school building. Familiarize yourself with this form so that you may record your observations quickly and unobtrusively. This form has been organized by physical sections of the school, so you may easily orient yourself. You need not request a special tour of the building - simply record what any observant visitor would see, hear, or otherwise perceive when visiting this school for the first time.

School Entrance & Front Office

Observation	No opportunity to observe	Yes	No
a. Parking lots, landscaped areas, etc are clean	☐	☐	☐
b. Signs displayed near the entrance are in more than one language	☐	☐	☐
c. There is evidence of vandalism in or around the school	☐	☐	☐
d. Warnings are posted near the entrance	☐	☐	☐
e. There are friendly clear instructions for all visitors to sign in at the office and obtain a building badge/pass	☐	☐	☐
f. When entering the school, visitors can pick up a badge that says "parent," "volunteer," or "visitor"	☐	☐	☐
g. A guest book is kept in the main office for guests to sign when they come into the school	☐	☐	☐
h. Students in the front office are in trouble or being punished	☐	☐	☐
i. Students are in the front office for reasons other than punishment (delivering attendance lists, etc)	☐	☐	☐
Brochures, pamphlets or other documentation observed around front entrance or office:			
j. Information on curriculum, standards, or tests	☐	☐	☐
k. Information on social services (medical, family literacy, parenting classes, etc.)	☐	☐	☐
l. Information on parent organizations (e.g. PTA)	☐	☐	☐
m. Information on extracurricular activities	☐	☐	☐

Notes

Hallways

☐ Check here if there are no interior hallways in the school

Observation	No opportunity to observe	Yes	No
a. Hallways are well lit and clean	☐	☐	☐
b. School mission statement or slogan posted on walls	☐	☐	☐
c. Photographs, bulletin boards and displays reflect the cultural, racial, and linguistic diversity of the school's children and their families	☐	☐	☐
d. Signs suggesting appropriate student behavior in school (i.e. quiet voices, respect each other, etc)	☐	☐	☐
e. Signs encouraging test-taking skills (i.e. "you'll do fine on the SAT-9!")	☐	☐	☐

Displays of Student Work

Observation:	No opportunity to observe	Yes	No
a. Check approximate date or season: Is student work recent? (approx. 2 months at most)	☐	☐	☐
b. Is student work based on a common template?	☐	☐	☐
c. Does student artwork use a variety of media?	☐	☐	☐
d. There is evidence of student academic work in the hallways or other settings (essays, maps, diagrams, etc.)	☐	☐	☐

Notes

Library

Observation	No opportunity to observe	Yes	No
a. There is a sizable number of book s in new and good condition	☐	☐	☐
b. Books are displayed in a manner that will attract and engage students	☐	☐	☐
c. Students are working or gathered in the library for a class	☐	☐	☐
d. Students may check out books for use at home	☐	☐	☐
e. There is a system in place that enables students to check out books on their own	☐	☐	☐
f. There is evidence of regular use of library (e.g. schedule of classes using library, information on how to find books, etc.)	☐	☐	☐
g. There are comfortable, age-appropriate seating arrangements or inviting areas for reading or work	☐	☐	☐
h. There are posters or other indicators encouraging students to read	☐	☐	☐
i. There are displays highlighting coming holidays, important events, other cultures, and other interesting topics	☐	☐	☐
j. There are books in different languages	☐	☐	☐
k. There appears to be a mix of different types of publications (reference, fiction, non-fiction, magazines, etc.)	☐	☐	☐
l. There are computers and/or other media in the library	☐	☐	☐

Notes

Computer Room

Observation	Yes	No	No opportunity to observe	Notes
a. Space appears clean and well maintained	☐	☐	☐	
b. Equipment appears recent	☐	☐	☐	
c. Students are working at computers	☐	☐	☐	
d. Students are playing games on computers	☐	☐	☐	
e. Allocated space appears adequate	☐	☐	☐	

Cafeteria

Observation	Yes	No	No opportunity to observe	Notes
a. Space appears clean and well maintained	☐	☐	☐	
b. Equipment appears recent	☐	☐	☐	
c. Students are clustered by racial group	☐	☐	☐	
d. Noise level is comfortable	☐	☐	☐	
e. Allocated space appears adequate	☐	☐	☐	
f. Adult monitor is present	☐	☐	☐	
g. Students involved in maintenance of cafeteria	☐	☐	☐	
h. Length of lunch period appears adequate	☐	☐	☐	

Other Facilities

Facility	School does not have this facility	Descriptors						
		New	Old	Well-main-tained	Clean	Dirty	Small	Large
a. Gymnasium	☐	☐	☐	☐	☐	☐	☐	☐
b. Playground	☐	☐	☐	☐	☐	☐	☐	☐
c. Assembly area	☐	☐	☐	☐	☐	☐	☐	☐
d. Theater/Stage	☐	☐	☐	☐	☐	☐	☐	☐
e. Teachers lounge or meeting area	☐	☐	☐	☐	☐	☐	☐	☐
f. Parents' center	☐	☐	☐	☐	☐	☐	☐	☐

What do you observe after school?

	Descriptor	Yes	No	No opportunity to observe	Notes
a.	Teachers appear to leave promptly after school	☐	☐	☐	
b.	Teachers linger after school in the teachers lounge	☐	☐	☐	
c.	Teachers stay in their classrooms after school	☐	☐	☐	
d.	Students are met after school by parents or caregivers (walkers or "kiss and ride" students)	☐	☐	☐	
e.	Students stay after school to talk with teachers/tutoring	☐	☐	☐	
f.	Students attend sports practice or games	☐	☐	☐	
g.	Students go to the library to study	☐	☐	☐	
h.	Students attend after-school activities such as music lessons, crafts, etc.	☐	☐	☐	
i.	Students attend after-school custodial care	☐	☐	☐	

What sounds do you hear in this school?

Observation	Yes	No	No opportunity to observe	Notes
a. Adults disciplining students	☐	☐	☐	
b. Adults praising children	☐	☐	☐	
c. Adults talking together about school-related activities	☐	☐	☐	
d. Adults talking together about non-school related activities	☐	☐	☐	
e. Intercom announcements	☐	☐	☐	
f. Yelling/shouting	☐	☐	☐	
g. Music	☐	☐	☐	
h. Radio or television	☐	☐	☐	
i. Other (describe):				