



For Staff

# Is Your School Family-Friendly?

MPC-18S

- Do staff members greet parents and respond in a friendly and respectful manner?
- Are entry doors clearly marked?
- Does the school post signs giving directions to the office, rest rooms, library, and gym?
- Is it easy for parents to reach teachers over the telephone?
- Is the parent handbook available and readable for all parents? Is it translated for non-English-reading parents?
- Are translators readily available for families who need them?
- Do you regularly communicate with parents? Do you use newsletters, a weekly schedule, or classroom notes?
- Are student problems or concerns kept confidential? Do staff refrain from discussing them in front of other students and parents?
- Are school events timed so parents can take public transportation?
- Are mailings for events sent out in a timely manner?
- When you have an event, do signs at the entrance and throughout the halls direct family members to the right place?
- When you have parent-teacher conferences, do greeters welcome parents to the school and direct them to the right classrooms?
- Are resources widely publicized in mailings and facility postings?
- Do you have a parent resource room?
- Are parents encouraged to provide input about the school?
- Does a forum exist for parents to discuss issues and concerns regarding the school?

The Minnesota Parent Center provides free training, individual assistance, and information to families and professionals in Minnesota.

Minnesota Parent Center is a project of PACER Center, Inc.

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(952) 838-9000, (952) 838-0190, TTY: 1-800-53-PACER; [www.pacer.org](http://www.pacer.org)

