

What Every School Should Have

A checklist prepared by Philadelphia Citizens for Children and Youth

This checklist is a tool to help evaluate our schools and determine whether they have the basics required to provide our children with an adequate education.

Please use this checklist to review the schools in your community: your findings can be a starting point for needed improvement.

We invite you to share the results of your survey with us, so that we can report to the community about the assets and liabilities of our school system. You can fax or mail a copy of your survey to us.



PCCY
Philadelphia Citizens
for Children and Youth

Tel: 215.563.5848
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7 Benjamin Franklin Parkway
Philadelphia, PA 1910

Date _____

School Name _____

Grade Levels _____

Your Name* _____

Phone _____

Email (optional) _____

You are a (please check one):

Parent Community Member Student

Principal Teacher/Staff

Other _____

Comments on your school or this checklist: _____

*PCCY will keep your identity **confidential**. Your name will **not** be published in conjunction with this survey. However, we will need to be able to reach you to follow-up on the information you provide.

Does your school have?	Yes	No	Comment
Class Environment			
20 students or fewer per class in grades 1-3			
25 students or fewer per class in grades 4-12			
Full day kindergarten			
Facility			
Structural problems (Defective ceilings, floors, walls, etc.)			
Heating problems			
Ventilation problems			
Electrical problems			
Plumbing problems			
Broken windows			
Leaking roof			
Working water fountains or bottled water available			
Daily cleaning services of classrooms and common space			
Separate gym			
Separate lunchroom			
Separate auditorium			
Multiple use space (Gym, auditorium, and/or lunchroom)			
If "yes", please describe in comment section			

Does your school have? (cont.)	Yes	No	Comment
School library			
Library or classroom with access to Internet service			
Teacher's lounge in good condition			
Safety and Security			
Staffing at entry way to meet visitors			
Clearly identified entrances			
Access limited to main door only			
Personnel : If staff person has other responsibilities, please describe in comment section			
On site principal			
Certified teacher in every classroom			
Music teacher			
Art teacher			
Physical education/health teacher			
Certified librarian			
Certified reading teacher			
Certified speech therapist			
Certified guidance counselor for every 250 students			
Full time certified nurse for every 850 students			
Certified special education teachers			
ESL services			
Timely psychological services (testing occurs within 30 days)			
Timely access to technology support			
Substitute for each absent teacher			
Instructional Needs			
Textbooks (Current and in adequate numbers)			
Math books and hands-on materials			
Access to duplicating machines			
Networked computers in classrooms			
Computer lab outside the classroom			
Networked computer for each teacher			
Library print material adequate for student population			
Extended day programs			
Summer programs			
Specific for high schools			
Advanced courses			
Honors courses			
Vocational/School-to-career services			
College preparatory assistance			
Athletics/extracurricular activities			