

What Every (High) School Should Have

A checklist prepared by Philadelphia Citizens for Children and Youth

This checklist is a tool to help evaluate our public high schools and determine whether they have the basics required to provide 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 conditions and needs of our school system. You can fax or mail a copy of your survey to us.



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Philadelphia Citizens
for Children and Youth

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7 Benjamin Franklin Parkway
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Date _____

School Name _____

Your Name* _____

Phone _____

Email (optional) _____

You are a (circle 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.

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
I. Instructional Needs					
1) There are enough text books for every subject for all of the students in this school.					
2) Students' textbooks are current and in good condition.					
3) Books and other materials in the school library are current and in good condition.					
4) Students and teachers have access to supplemental instructional materials in addition to their text books (For example, overhead projectors, science lab equipment, math manipulatives and calculators, posters, trade books, etc.)					
5) In this school, there are enough substitute teachers to cover teacher absences.					
6) Nearly all classrooms in this school have computers.					
7) Nearly all classrooms in this school have internet access.					
8) Students have regular (once a week or more) access to computer labs with internet access.					
9) When a teacher reports a problem with their computer, it is fixed within two weeks.					

- 10) How many computer labs are there in this school? (a) 0 (b) 1 (c) 2 (d) 3 (e) 4 (f) 5 (g) 6+
- 11) Approximately how many computers are in each lab?
- 12) How many Advanced Placement courses are offered in this school? (a) 0 (b) 1 (c) 2 (d) 3 (e) 4 (f) 5 (g) 6+
- 13) If you had one thing to change in instructional needs, what would it be?

II. Class size

- 14) Please indicate the typical number of students per class in your school:
(a) 20 or fewer (b) 21-25 (c) 26-30 (d) 31-35 (e) 35 or more
- 15) Would you change class size in your building to effect better student outcomes? What strategies could you suggest to accomplish this?

III. Student Supports and Services

Strongly Disagree	Disagree	Agree	Strongly Agree	N/A

- 16) Nearly all students in this school have access to vocational and/or school-to-career services.
- 17) Nearly all students in this school receive support in preparing to apply for college.
- 18) Nearly all students in this school who do not speak English as a first language are identified and receive additional support.
- 19) Nearly all students in this school who have special needs are identified and receive additional support.

- 20) Please indicate whether your school offers any of the following types of after school programs. (You may circle more than one response.):

(a) academic enrichment (b) remediation (c) athletics (d) arts (e) community service (f) other (g) none

If other, please describe:

- 21) Please indicate whether your school offers any of the following types of summer programs. (You may circle more than one response.):

(a) academic enrichment (b) athletics (c) arts (d) community service (e) other (f) none

If other, please describe:

- 22) If a student in this school is referred for psychological services, how long (approx.) does it take for them to be tested?
(a) Less than 10 days (b) 10-30 days (c) More than 30 days

- 23) After testing, services are generally provided in:
(a) less than 30 days (b) 31-90 days (c) greater than 90 days

- 24) If you could add or provide other student support services, would you and what would they be ?

IV. Personnel

25) Please indicate the approximate number of students in your school:

26) Please indicate the approximate number of teachers in your school:

27) In the school, are there classes without permanent teachers? (a) Yes (b) No

27a. If Yes, please indicate the approximate number of unfilled positions:

28) Are the permanent teachers all certified to teach in the subject area they are assigned to? (a) Yes (b) No

28a If no, approximately how many are not certified?

29) For the following positions, please indicate whether you have the position in your school, and whether or not that person is full time:

	None	Part Time	Full Time
a) Certified music teacher			
b) Certified art teacher			
c) Certified physical education/health teacher			
d) Certified librarian			
e) Certified reading/literacy specialist			
f) Certified speech therapist			
g) Guidance counselor (indicate how many)			
h) Certified nurse (indicate how many)			
i) Technology coordinator			

V. Facilities

30) Please describe the condition of your school building in the following areas, using the following scale:

Very poor = Major problems throughout the building / Poor = Major problems in parts of the building

Good = Minor problems throughout the building / Very good = No or minor problems in parts of the building

	Very Poor	Poor	Good	Very Good
a) Condition of ceilings, floors, and walls				
b) Heating systems				
c) Ventilation				
d) Electrical systems				
e) Plumbing				
f) Roof				
g) Condition of windows				

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
31) Drinking water is available throughout the building.					
32) Classrooms are cleaned every day.					
33) Common areas of the building are cleaned every day.					
34) The teacher's lounge is comfortable and used frequently.					
35) The school library is accessible to teachers and students.					
36) This school has clearly marked entrances.					
37) Access to the building is limited to marked entrances.					
38) Visitors to the school are greeted by a staff member.					

39) Does this school have a separate gymnasium, auditorium, and cafeteria? (a) Yes (b) No
39a. If not, please describe how space is shared:

40) Are there any **urgent** facility needs in the school? If so, please describe:

41) Are there any strategies that you would recommend to better respond to facility needs?

VI. School Climate

42) In recent years, more attention has been focused on school safety, culture and climate. All schools have strengths and weaknesses in these areas. What are some of the challenges to the school's climate?

43) Which programs exist at your school that work toward improving school climate? (Check all that apply):

- ☐ Discipline office
- ☐ School-wide committee
- ☐ Elective academic programs (conflict resolution, etc.)
- ☐ School-wide behavior modification programs
- ☐ After school programs (e.g. clubs/organizations that promote diversity, tolerance, safety, peace, etc.)
- ☐ Professional development programs
- ☐ Organized parent efforts
- ☐ Other - please describe:

- ☐ None of the above work
- ☐ No programs exist

44) Are there any strategies that you would recommend to improve school climate? If so, what?

Thank you for participating in our survey.