



## Trauma-Informed Schools

### *Walk-Through Checklist*

---

#### The 6 Key Principles of Trauma-Informed Schools

Cultural Humility  
Safety  
Trustworthiness & Transparency  
Collaboration & Mutuality  
Empowerment, Voice & Choice  
Peer Support

#### What are Trauma-Informed Schools?

A trauma-informed school is a safe & respectful environment that **realizes** the prevalence of trauma, **recognizes** the signs of trauma and needs for support, and **responds** in a way that **resists retraumatization**. The ways it does this is through:

- Building safe and supportive environments
- Establishing strong developmental relationships
- Focusing on co-regulation behaviors in the classroom
- Supports physical and mental health & well-being

---

### What is a Trauma-Informed Schools Checklist?

The purpose of this checklist is to identify areas of effectiveness and growth in creating a trauma-informed school environment. Pages 3-8 pertain to the 6 principles of trauma-informed schools. Each principle is broken down by indicators, which are designed to assess the degree to which the 6 key principles are being implemented across a range of settings in the school (e.g., classroom, hallways, common outdoor spaces, etc.).

This checklist is a product of the New Orleans Trauma-Informed Schools Learning Collaborative, a program of the New Orleans Health Department that includes partnerships with community-based organizations and schools in New Orleans. It draws on existing instruments designed to assess trauma-informed policies and practices, and incorporates feedback from New Orleans Trauma-Informed Schools Learning Collaborative partner schools.

---

**Suggested citation:** Trauma-Informed Schools Walk-Through Checklist. (2017). New Orleans Trauma-Informed Schools Learning Collaborative.

# Trauma-Informed Schools

## Walk-Through Checklist

### Checklist Instructions:

**Read over the checklist beforehand** - You can complete the checklist while you are physically present in your assigned setting *OR* after observing your setting. However, you should familiarize yourself with the principles and indicators before observing.

**Determine which setting you are assigned to observe** – All of your responses on the checklist should pertain to *that setting alone*.

**Complete the sections on this page** – Include the name of your school, the day the observation was done, and your name(s). Indicate which setting you will be observing using the check boxes. Do not indicate more than one setting.

**Complete pages 3 - 8** – Mark the box that corresponds to the degree to which an indicator is in place in the setting that you observe. The options are *1 - not at all, 2 - partially, 3 - mostly, and 4 - fully*. Provide a response for **EACH AND EVERY INDICATOR** and for **ALL 6 PRINCIPLES**. Do not skip any indicators or pages. If the indicator is not applicable to your setting, mark *x - no opportunity to observe*. Af

**Take notes on page 9** - Write any observations or reactions to the checklist or assigned setting in the spaces provided on page 9

\_\_\_\_\_

School: \_\_\_\_\_ Date of Walk-Through: \_\_\_\_\_

Observer(s): \_\_\_\_\_

Setting Observed:			
<input type="checkbox"/> Office	<input type="checkbox"/> Upper school classroom	<input type="checkbox"/> Lower school classroom	<input type="checkbox"/> Playground
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Upper school behavioral intervention space	<input type="checkbox"/> Lower school behavioral intervention space	<input type="checkbox"/> Hallway(s)
<input type="checkbox"/> Teacher lounge	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Bus lines	<input type="checkbox"/> Other:

# Cultural Humility

Cultural Humility Indicators	1	2	3	4	x
Spaces are accessible and inviting to students and visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students, staff and visitors are spoken to positively and politely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures and rules are easily understood by students and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures and rules are spoken and/or posted in languages spoken by students and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A dedicated space (announcement board, etc.) exists to communicate to students, staff and visitors about school-wide announcements, policies and community events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples of student work (art, research projects, etc.) are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examples of staff values and commitments (initiative pledge/signage, interests, recognition, and goals) are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pictures/symbols representing the history and culture of the current student population are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pictures/symbols representing the history of the school and/or its neighborhood are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is diversity among the staff in this setting (race, gender, age, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are permitted to express their culture and identity through food, dress, music, language, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff apply discipline in a fair, equitable manner that does not negatively impact students with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff apply discipline in a fair, equitable manner that does not negatively impact students for whom English is a second language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff apply discipline in a fair, equitable manner that does not negatively impact students based on their race, gender or sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom material is presented to students in culturally and ethnically relevant ways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Safety

Safety Indicators	1	2	3	4	x
All visitors to the area are easily identifiable as visitors (introductions, name tags, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces are actively supervised by staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces are well-lit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces are free of clutter, including unused furniture and the storage of items not used daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces are clearly designated and identifiable (classrooms, main office, gymnasium, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures (evacuation, fire alarm, tornado, lock-down, etc.) are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures (evacuation, fire alarm, tornado, lock-down, etc.) are easily understood by students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff maintain a calm demeanor when interacting with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff model emotional control for students (narrating or demonstrating their own emotional regulation strategies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff implement self-regulation skill building for students (e.g., breathing, movement, relaxation, calming activities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consequences for failing to meet expectations are delivered calmly and consistently by staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Trustworthiness & Transparency

Trustworthiness & Transparency Indicators	1	2	3	4	x
Activities are structured in predictable ways (explicit routines, specific directions, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff consistently employ established procedures for student behavior (i.e., hallway pass systems, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student expectations are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student expectations are applicable to the space in which they are displayed (hallway expectations, bathroom expectations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student expectations are clear, concise and positive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules and posted events are prominently displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedules and posted events are current (not out of date).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes, including new people and activities, are foreshadowed so students and families can predict what will happen next.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive supports for student behavior are employed by school staff (proactively stating reminders for expectations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff speak positively and respectfully to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults assume that students' intentions are positive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults refrain from power struggles with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff explore problems with students (i.e., what's going on, what's wrong) before discussing consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural consequences that are logically related to the misbehavior are utilized whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff engage in active listening with students (i.e. listening carefully, restating the problem, empathizing with feelings and needs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Collaboration & Mutuality

Collaboration & Mutuality Indicators	1	2	3	4	×
Staff recognize and reward students' strengths and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students learn about staff members' interests and hobbies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students and staff interact collaboratively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members help students identify their personal strengths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to be active participants in classroom decision making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are multiple opportunities to respond and participate during instruction and/or activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members help students use personal strengths to address challenging behaviors and situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restorative conversations or other strategies are utilized following disciplinary action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Empowerment, Voice & Choice

Indicator of Empowerment, Voice & Choice	1	2	3	4	x
Students are able to make personal choices throughout the school day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members actively and consistently seek out student perspectives and opinions (community circles, one-on-one conversations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information is presented in ways that reflect multiple learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning is assessed in a variety of ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to learn new skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to build a positive self-identity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to build a sense of self-efficacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to develop emotional and behavioral self-awareness and regulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to practice emotional and behavioral self-awareness and regulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Peer Support

Indicator of Peer Support	1	2	3	4	x
Students are taught about how their behavior affects others, both positively and negatively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are taught about bullying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are taught about how to be an advocate for someone who is being bullied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff actively discourage bullying in all forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are given opportunities to practice appropriate peer interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces are set up in a way that encourages peer interactions (i.e. areas exist for students to sit in conversational groups, movement of students is designed so that appropriate interaction can take place).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students interact with students from other grades or classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive interactions between students are encouraged and acknowledged by staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults model appropriate peer interaction with one another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff assume that other adults' intentions are positive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff refrain from power struggles with other adults.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members recognize one another's personal strengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are aware of one another's strengths and interests and incorporate them in conversation or other staff interactions and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Additional Observations</b>	
<b>Cultural Humility</b>	
<b>Safety</b>	
<b>Trustworthiness &amp; Transparency</b>	
<b>Collaboration &amp; Mutuality</b>	
<b>Empowerment, Voice &amp; Choice</b>	
<b>Peer Support</b>	

## **Trauma-Informed Schools**

### *Walk-Through Checklist*

### *Debrief Questions*

1. After doing your walk-through and observing various settings through this lens, in your own words, what does it mean to be a trauma-informed school/workplace? (connecting it to this year as an exploration year, a year of shared learning, and reiterate the 3R's)
2. What themes came up for you? That made you excited/motivated? Concerns/questions?
3. How did what you thought you would see compare to what you actually saw?
4. How does a trauma-informed school/workplace impact your school meeting their academic/CEO mandated/strategic goals?
5. What are the things we need to learn in order to move closer towards a trauma-informed school/workplace?

## Trauma-Informed Schools

### *Walk-Through Checklist*

### *Works Referenced*

This checklist was developed using existing instruments as well as additions and input from the New Orleans Trauma-Informed Schools Learning Collaborative. Existing instruments that informed this checklist include:

Lesley University and Massachusetts Advocates for Children. (2012). *Trauma-Sensitive School Checklist*. Retrieved from [http://www.tolerance.org/sites/default/files/general/trauma%20sensitive%20school%20checklist%20\(1\).pdf](http://www.tolerance.org/sites/default/files/general/trauma%20sensitive%20school%20checklist%20(1).pdf)

Minnesota Association for Children's Mental Health. (2016). *Strategies and Resources to Create a Trauma-Sensitive School*. Retrieved from <http://www.macmh.org/wp-content/uploads/2016/05/Myklebust37.pdf>

Orchard Place/Child Guidance Center's Trauma Informed Care Project. (2013). *Agency Self-Assessment for Trauma-Informed Care*. Retrieved from <http://www.traumainformedcareproject.org/>