

## Classroom Organization Checklist

Use this checklist to ensure your classroom organization supports increased teacher and student activity and interaction. While your classroom may have special features to consider in addition to those listed here, these tips can help you implement the pedagogy standards.

\_\_\_ Assign every student a homeroom seat that allows the student to see the teacher and the teacher to see the students' work space.

\_\_\_ Provide a large group instructional activity setting. For elementary students, a rug area on the floor works. In higher grades, students use homeroom seats.

\_\_\_ Provide 8 or more small group settings (3-7 students). Design and label each setting as library, journaling, computers, projects, writing, vocabulary, content area or any other work topic to be assigned.

\_\_\_ Match setting furniture and materials to task requirements:

- \_\_\_ a. Most settings need seating for at least 3 students and some need up to 7 seats.
- \_\_\_ b. Each setting needs accessible storage and retrieval for materials, supplies.
- \_\_\_ c. Art, listening, cooking, other activities may need a sink, electric plug for prep/clean-up.
- \_\_\_ d. Games may be placed on the floor, low table, pillows and/or carpet.
- \_\_\_ e. Technology needs electricity, hook-ups, supplies, and access for all students.
- \_\_\_ f. Separate quiet settings from potentially noisy ones.
- \_\_\_ g. Ensure students can move easily among the settings.

\_\_\_ Arrange an instructional setting for the teacher to work with a small group (3-7) of students regularly that has writing display areas (boards, charts) and materials storage space. This is in addition to the teacher's desk. It must be ready to use every day.

\_\_\_ Provide storage for individual/group assignments, students' folders, supplies and texts. Mark different groups' work by color, placement or identifying sign.

\_\_\_ Provide folders for students to carry their routing plan/contract for the week and work in progress.

\_\_\_ Provide mailboxes, folder system, or other arrangement for returning student work.

\_\_\_ Designate a file box to store students' completed work record or portfolio.