

SET-UP CHECKLIST:

- Identify school guidelines for classroom doors (locked, unlocked, open, closed), covering door windows, hallway artwork/murals, classroom bulletin boards.
- Set up Teacher Space.** Organize your desk, reference materials, filing cabinet and supplies
- Classroom Technology.** Check to make sure all of your technology works and be aware of how to use it. (SMART Boards, VCR/DVD Player, Projector, Voice Enhancement System, Teacher computer and printer, Your district log in and email, and student computers).
- Establish a room environment.** Consider the Traffic flow, Bulletin Boards/ Posters and personality of your classroom.
- Set up Student areas.** Organize your materials, desks and student centers to support your discipline plan and daily routines. (This includes areas for classroom supplies-include these areas in your procedures)

CONSIDERATIONS:

The right classroom set-up can create a welcoming environment. The physical layout of your classroom will also affect the ease of movement around the room, so desk groupings are the first consideration, along with the placement of supplies and proximity to doors and group work areas. Here are some specifics to consider:

Whiteboard and overhead projector and screen: All your students MUST be able to see the board and the screen easily. Try sitting in different students' seats to find out if they can see the board.

Projection Technology: If you regularly use an LCD projector and/or a document reader, position your cart or stand in a stable, central spot, and then design your student seating arrangement around it. Tape all cords down securely. Make sure to include a handy spot for necessary items such as remote clickers, pointers, a clipboard and pens.

Supplies and materials: Designate places where students can directly access necessary supplemental materials and supplies. Try to keep pencil sharpeners and trash cans away from student desks, so as to prevent noisy disruptions.

Teacher's desk: It is generally a good idea to position your work desk in a less trafficked location where you can lock up your phone and other valuables. Keep your desk neat and tidy.

Classroom Safety: As you plan your classroom set-up, use this safety checklist:

- Are all student desks and tables visible?
- Are all sharp or potentially dangerous materials stored safely?
- Do all students have adequate space to store their belongings? Can backpacks be stored so that straps are not in aisles creating safety hazards?
- Are electrical outlets unobstructed? Are all electrical cords in good working order?
- Are windows, door exits, and ceiling fire sprinklers unobstructed?
- Are rugs and cords fastened down so no one trips?
- Are emergency fire drill procedures and exit routes posted by the door?
- Is the teacher's name, class and room number posted on or next to the outside classroom door, where it can easily be seen?
- Are all bookshelves attached to the wall?
- Is your room free from clutter and possible falling or trip hazards?

Organizational Considerations:

- **Daily Agenda:** Designate a spot for your daily agenda, and get in the habit of posting before you leave the night before so it is ready when you arrive in the morning. Students want to know what to expect, so help them get ready for the activities and lessons that are coming by listing them on the board in the same spot every day.
- **Bulletin boards and displays:** Use your wall space strategically. Decide where you are going to place posters and reminder charts that may stay put for a while, and where you are going to post assignments, lessons, student work submitted without names, and student work examples. Designate one bulletin board for school information and announcements, including bell schedules, school wide learning goals and behavior expectations, rules/rewards/consequences, and upcoming events.
 - Do a colorful project with your students during the first week of school, then display the work on your walls. This allows students to get acquainted and to feel as though they are contributing members of the learning community.
 - Put up quotations by famous thinkers, writers, scientists, and historical figures. Use their words to inspire students to higher levels of achievement.
- **Seating Arrangements:** Select a seating arrangement that will best allow you to get to know your students, establish control, and implement procedures and effective management. This first set-up is temporary and will be adjusted in a few weeks as you get to know your students better. The right seating arrangement can help to facilitate your instruction and management.

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