

Classroom Set Up and Maintenance Checklist

Physical Environment (classroom and hallway)

- Building, ADA and Fire Codes:
- The floor space needs to be clear for five feet around any entrance.
- Nothing can be hung on the door and you should leave a 12 inch radius around the door empty. (On inside and outside) ***This excludes Emergency Fire Exit Sign**
- No ropes and/or strings can be hung in a clothesline manner anywhere.
- Nothing can be hung on or across the windows or blinds.
- Nothing can be hung from or attached to the ceiling or electrical fixtures (i.e. fans, plugs, etc.)
- No more than 50% of each wall can be covered with school materials.
- All hallway displays must be contained to bulletin boards, with everything securely fastened and nothing protruding or flapping.
- No appliances are permitted (i.e. microwaves, coffee makers, etc.)
- Classroom door may not be propped open at any time.

Classroom Technology Guidelines

- If you have an interactive whiteboard, its station with speakers, cables, a USB TV tuner box, and a place for your laptop is intact.
- If you have one, your projector is turned off when not in use.
- Your classroom laptops are plugged in and charging when not in use.

Learning Environment Expectations

- Emergency exits are clearly identified.
- Emergency Response Kit is easily accessible.
- Classroom organization is age appropriate.
- Classroom materials and books are well organized and accessible.
- Classroom organization allows for efficient and safe movement.
- Classroom organization allows for attentive learning, productive interactions and flexible grouping.
- Lesson objectives are clearly posted and are grade level appropriate.
- Agenda is clearly posted.
- Homework assignment is clearly posted.
- Lesson plans posted on clipboard near classroom entrance.
- Displays are useful and relevant to instruction.
- The code of conduct is displayed in the classroom, along with accompanying expectations.
- The core values are displayed in the classroom.
- Classroom jobs and the Greeter Script are clearly posted.
- A “private work space” is clearly defined.
- Student work on display is accompanied by an explanation of the assignment, objectives and criteria for successful completion (i.e. rubric).

- Student growth displays (SLC goals, achievement goals and growth for at least reading and math) are student driven and up to date.

Maintenance expectations

- The room must be clean and orderly at all times but should be monitored specifically before and after meals and before leaving at the end of the period / day.
 - All desks are clean.
 - All trash is off the floor.
 - All learning materials are off the floor (books, pencils, etc.)
 - Lunch trays are neatly stacked next to the trash barrel near the classroom door after meals.
 - All chairs are stacked at the end of each day.
- Help preserve our facility.
 - Do not attach anything to walls, floors or ceilings with staple guns, duct tape, nails or screws.
 - Never place anything in door jams to hold doors open