

Checklist for Organizing Your Classroom

Responsive Classroom Middle School Course Resource Book reference pages: 165–169

Building an Academic Community reference pages: 17–18

Classroom organization helps create a predictable work environment so students can feel comfortable and ready to start learning. *Building an Academic Community* explores how you can make your classroom a lively and well-organized place to learn.

Below you will find a checklist to help you reflect on how well your classroom is currently organized and how you can improve on that organization. As you read through each essential item, if you have not adapted the item in your classroom, take some time to reflect on your reasoning. In the **If No, Reason** column, give a brief explanation of why you have not yet applied the method. In the **If No, What Is the Adaptation?** column, give a brief explanation of the current method you are using.

Essential	Yes	No	If No, Reason	If No, What Is the Adaptation?
Desks are arranged in clusters so three or four students can work together.				
Each cluster has only three or four seats.				
Pathways between clusters are clear and wide enough for middle schoolers' bodies.				
Students know how to move furniture as needed.				
Frequently used materials are labeled, stored neatly, and accessible.				
Infrequently used materials are tucked away from view.				
Students know to use anchoring support and tools.				
Students know where work is collected.				
Tables, if you use them, are spread out evenly , with no more than four students each.				
Students' work is displayed —both finished and in-progress. Displays change frequently to reflect new learning.				

