

## Classroom Arrangement Teacher Check List

Performance Indicator	Self	Peer	Re <sup>√</sup>	Comments
<b>Remove barriers from teaching position</b>				
Podium				
Overhead				
Teacher desk/table(possibly remove or move to back or side)				
Move student seating forward if chalkboard/screen is used.				
<b>Create boulevards/aisles</b>				
Check width for easy passage with students seated.				
Procedure for storing student property so it's organized and out of the walkways				
Walk the loop and check for fewest steps to every student.				
<b>Common areas- Check for distractibility</b>				
Trash can				
Pencil sharpener				
Class library/resources				
Area for turning in class work				
Reading center/work center				
other				
<b>Check for visibility/auditory range</b>				
Teacher can be positioned where students are visible/heard at all times				
Plan for flexibility when different instructional methods are used(testing, coop groups, partner work)				
All students can see/hear in all instructional areas adequately				
Plan for students "grouping in" for discussion when furniture placement is not flexible				
<b>Students seating assignments</b>				
Teacher determines student seating				
Move students until the chemistry works				
Consideration for special needs of students				
Plan/procedure for moving desks to different configurations (dots, marks)				
<b>Communication of rules/procedures</b>				
Lesson plans for teaching rules/procedures				
Scheduled teaching/reviewing of rules/procedures				
Check for understanding				
Written communication of rules/procedures to parents				
*Communicate your rules/procedures to your administrator				