

Classroom Organization Summary Checklist

| Teacher | Room | Students |
|--|---|--|
| <input type="checkbox"/> Assessment Information | <input type="checkbox"/> Place for supplies & instructional materials | <input type="checkbox"/> What to do |
| <input type="checkbox"/> Past records | <input type="checkbox"/> For use | <input type="checkbox"/> Where to get materials to use |
| <input type="checkbox"/> Test results | <input type="checkbox"/> For storage | <input type="checkbox"/> Where to do assignments |
| <input type="checkbox"/> Observations | <input type="checkbox"/> Seating arrangement | <input type="checkbox"/> Where to put finished work |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> For students | <input type="checkbox"/> What to do next |
| | <input type="checkbox"/> For teacher | |
| <input type="checkbox"/> Goals (What to teach) | <input type="checkbox"/> Designated Work Areas | <input type="checkbox"/> Rules & Expectations for behavior |
| | <input type="checkbox"/> Individual Activities | |
| <input type="checkbox"/> Plan (How to teach and with what materials) | <input type="checkbox"/> Small Group Activities | <input type="checkbox"/> Movement that is permitted |
| | <input type="checkbox"/> AV Activities | <input type="checkbox"/> Acceptable volume/noise level |
| | <input type="checkbox"/> Projects | |
| <input type="checkbox"/> Evaluation (How to measure performance) | <input type="checkbox"/> Other _____ | |
| | <input type="checkbox"/> Place for finished work | <input type="checkbox"/> Consequences of behavior |
| <input type="checkbox"/> Location of supplies | <input type="checkbox"/> Place to post visuals | <input type="checkbox"/> What happens if I do my work and follow rules |
| <input type="checkbox"/> Teacher's | <input type="checkbox"/> class rules | <input type="checkbox"/> What happens if I break the rules |
| <input type="checkbox"/> Students' | <input type="checkbox"/> directions for lessons | |
| | <input type="checkbox"/> reinforcers, charts, students' work | |
| <input type="checkbox"/> Rules for student behavior | <input type="checkbox"/> Furniture for specific activities | |
| | <input type="checkbox"/> Tables | |
| <input type="checkbox"/> Plan for reinforcing acceptable behavior | <input type="checkbox"/> Study carrels | |
| | <input type="checkbox"/> Extra chairs | |
| | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Plan for dealing with unacceptable behavior | <input type="checkbox"/> Equipment for specific activities. | |
| | <input type="checkbox"/> AV | |
| | <input type="checkbox"/> Extension cords | |
| | <input type="checkbox"/> Other _____ | |
| Other details: _____ | | |