

# *How to Prepare Your Classroom*

***Student Desks:*** Desks do not have to be in traditional rows, but all chairs should face forward so that all eyes are focused on you. (You can put students in groupings after you have established classroom management)

***Floor Space:*** Keep high traffic areas clear. Don't put desks, chairs, or tables in front of doors, water fountains, sinks, pencil sharpeners, or your desk.

***Wall Space:*** Elementary teachers usually love this part, most secondary dread it. (It doesn't have to be that bad!)

- Cover one or more bulletin boards with colored paper and trim and leave it blank. This board will be to display student work. Do not decorate it at all. This is not your showcase, but theirs.
- Display your discipline plan in a prominent place. You can move it after the first week.
- Have a consistent place for listing the day's or week's assignments.
- Post a large example of the proper heading or style for papers to be done in class.
- Display the feature topic, theme, chapter or skill for the day or the current unit.

***Teacher Area:*** The closer you are to your student the more you will minimize your classroom behavior problems.

- Place teacher's desk, file and other equipment so that they do not interfere with the flow of traffic.
- Do not create a barrier between yourself and your students. Put your desk in a place that you will be able to assist, reinforce or discipline.
- Place your desk away from the door so that no one can take things from your desk and quickly walk out.
- If you choose to have everything on and in your desk treated as personal property, make this clear during your teaching of classroom procedures and routines.

***Teaching Materials:*** Having these ready to go will help reduce stress the first week of school.

- Have a letter listing what materials students need to bring from home.
- Have a method of matching students to a desk. (name cards or overhead transparency)
- Have basic school materials like paper, pencils, construction paper equipment, software etc.
- Find and organize containers for your materials. Use copy paper boxes, coffee cans, milk cartons, and shoe boxes to store materials. Label containers and place an inventory card listing everything that should be in the container.
- Organize and file your materials. Do likewise with extra worksheets so that they are immediately ready

for any students who are absent or who need extra help.

## *Prepare Yourself:* This is important!

- Have a place to keep your valuables, purse, keys and briefcase.
- Have an emergency kit put together containing items like: tissue, rags, paper towels, soap, first aid kit, extra lunch money, tampons/pads, small sewing kit and Band-Aids. These are for your use, not students!
- Obtain teacher manuals and any resource materials that you will be using.
- Get a supply of forms that are used for daily running of the school routines. Examples: Attendance forms, tardy slips, hall passes, and referral forms. Put them in a place you will be able to get to them easily.

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