CLASSROOM SET-UP
GUIDE

The Best Learning Environments Start Here!

Updated For The 2012-2013 School Year
Classroom Set-Up Guide
Updated For 2012-2013 School Year

Congratulations On Your New Assignment!

As a new teacher, you are most likely preparing your own classroom for the first time to begin the school year. We have created this New-Teacher Classroom Set-Up Guide to assist you in your planning. It is intended to help you:

• Manage the classroom’s rules, schedules, and goals.
• Begin The New Year with a welcoming environment.
• Organize your desk and paperwork.

The Guide’s three sections give you ideas and teaching tips for specific classroom set-up functions. We’ve also included links to some of our teaching and classroom management tools.

Good Luck And Have A Great Year!
Your Friends At Really Good Stuff®

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Manage The Classroom

Managing your classroom for the first time can be daunting. You will be expected to make the most out of the least amount of time and resources. First, determine your spending resources. Then, consider what you need to make your classroom functional, your transitions effortless, and your routines easy.

You will want to create an environment which is welcoming, organized, and offers visuals to reinforce curriculum content. Some of you will be fortunate enough to inherit teaching “tricks of the trade” and materials from your room predecessor. Others will be starting from “scratch”. Manage the Classroom gives you ideas and what to consider as you attempt to create a classroom environment which makes optimal use of your limited time and your classroom space.

Classroom Set Up

Once you have your room assignment, go visit it to assess:

Physical Parameters
- Where is the room located in your building?
- Are there enough desks and chairs for your class size?
- Does the classroom look out on something that would be distracting during the school day, e.g. school front door, playground, etc. You may want students facing another direction if possible.
- Do the students have enough room to push their chairs back without disrupting someone behind them?
- Is there enough room at the door to accommodate your class in a single file line up?

Room Layout
- How do you want to arrange your desk in relation to your students’ desks?
- Where do you want to set up your Centers? Quiet reading area? Classroom library?
- Are all of the seats visible to the location that will be your home base (not necessarily your desk)?

Regrouping
- Does your classroom lend itself to frequent flexible grouping based on student needs?

Teaching Tips For Classroom Set Up

Idea By Farrah
Kindergarten Teacher, Nanuet, NY

When setting up my classroom library, I use the Really Good Stuff® bins. I printed labels on my computer for each level as well as books that I group based on theme. I print labels for each book, some have pictures to make it easier to sort for kindergartners. My book shelves are measured to the bins and set up. It looks great, colorful, and anyone who walks in can correctly sort the books back to where they belong.

Learn More About Really Good Stuff® Classroom Library Organizational Tools

Idea By Norma
Kindergarten Teacher, El Paso, TX

Here’s a low-tech but highly effective organizational system I have used in my many years of teaching. This idea is so fabulous; I wish I had it in place from my very day of teaching on. To get and stay organized, I keep a large 3-ring binder on my desk at ALL times. Inside this binder, I store items such as:
- A master class list of student’s names (useful for many tracking purposes from homework to collecting field trip money)
- A map of the school plus a map of all the fire exits
- A daily and weekly class schedule
- A list of my colleagues’ e-mail contacts
• A list of students’ home e-mail addresses and phone numbers
• Student information sheets we collect at the beginning of each school year
• A list of emergency phone numbers
• A confidential list of health concerns (allergies, medications, etc.) from the school nurse
• A list of field trip contact names and numbers, plus a list of dates (as these are scheduled ahead of time)
• A list of important dates including Back to School Night, Parent/Teacher Conferences, standardized testing, etc. (I keep this master list of important dates in my computer and can easily update and print out a new list as the year progresses.)
• A master copy of forms I routinely send home such as a request form for classroom volunteers, a field trip permission slip, a Parent/Teacher Conference sign-up sheet, etc.
• In addition, I include a plastic pocket page protector for each student. In these pockets, I store correspondence to and from home, phone call documentation, copies of emails with parents, copies of report cards, annotations of progress and concern, summaries of conferences, copies of teacher observations, etc.

This binder system is really quite easy to set up and has saved me lots of time and energy through the years. I never find myself scrambling for information and rest assured that it helps my teaching assistant and substitute teachers as well.

Idea By Chris
3rd Grade, Mountville, PA
When you set up your classroom, the classroom library should be near the top of your priorities. Level your books. Put them in book bins organized by level. That way, both you and your students know that the books being read are appropriate. Place those bins on low bookcases so the students can reach them. Also, be sure to label the books themselves (I use different colored stickers) so that everyone knows where the books go and what level they are.
管理。一旦你确定了这一点，考虑这些板区多久需要更新一次，然后预测你将要展示的材料。

**Learn More About Really Good Stuff® Bulletin Boards**

### Teaching Tips For Bulletin Boards

**Idea By Brandi Jordan**
Managing Director, Really Good Stuff® Teachers’ Lounge Blog

Think outside the borders of the bulletin board! Let your interactive bulletin board spill over the sides with learning opportunities for your students. Activity folders, related books in book bags, and even manipulatives can be hung from removable hooks placed on the wall next to the board. Consider all types of materials for your bulletin boards. Fabric is a great alternative to paper, but recycled wrapping paper, newspaper and even plain packing paper can work wonders for creating a fun and festive bulletin board.

**Idea By Stephanie**
Kindergarten Teacher, Jacksonville, FL

And By Mary
2nd Grade Teacher, Minooka, IL

When preparing bulletin boards to showcase students’ work, consider using fabric as backing material. Bright, vivid fabrics are durable, add texture, and can resist fading. If you select solid colors, you can leave the fabric up as you change the theme on each board throughout the year. This idea saves time and paper and lets you focus on the fun part of bulletin board prep, namely adding borders, decorations, and student work.

### Bulletin Boards

The first day of school and bulletin boards go hand-in-hand. What better way to give your new students a big welcome?

Bulletin boards also offer additional space to display and recognize students’ work, facilitate independent learning, as well as introduce new content. They can also be:

- Interactive centers in which the bulletin board is the backdrop.
- Non-traditional spaces such as: the side of a tall filing cabinet, a closet door, under the white board, or on the back of a bookcase. The more creative you are about how you use your centers, the more information you will be able to pass on to your students.

Take stock of how much bulletin board space your classroom offers you. Then, determine how much of that space could be devoted to curriculum units and classroom organization/management. Once you have determined this, consider how often these board areas will need to be updated and then anticipate what materials you will want to display.

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Centers

Setting up your classroom to include a variety of well-thought-out centers will make differentiated instruction more effective for everyone; they will offer students a chance for independent skill development while you can work with small groups to reinforce lesson material.

Teaching Tips For Centers

Idea By Sharon
Denver, CO

As a self-professed organization addict, I use those ideas in setting up my classroom. Think of your room as ‘zones’. Your writing zone wall can display any charts that guide writing and writing supplies including computers for publishing, word games, writing supplies, etc. Your math zone wall can display all charts, math manipulatives, and supplies. Your reading zone can house your classroom library, a kidney-shaped table for small group work, and reading charts to guide independent work. By thinking in zones, your room is organized and, most importantly, the kids know where to look to find what they need when they need it.

Idea By Denise
2nd Grade, Tamarac, FL

I have a very small classroom, so unfortunately my centers can not stay set up throughout the day. I refuse to sacrifice this crucial classroom component! So, when it’s time for my students to go to centers, I always feel like I’m watching a pop-up book come to life. My students pull things out of cubbies and from under tables and bring them to pre-determined areas on the floor to complete center rotations.

One of my favorite tricks is to use breakfast trays (the kind you would use to have breakfast in bed). I put center materials on them and slide them under other tables in the room. Then when it’s time for centers, the kids slide them out, use them, and slide them back. Another idea is using self adhesive hooks on my cabinet doors. I use ball-chain key chains to hold task cards together and hang them on my cabinet doors, making them very valuable real estate!

Storage

Never underestimate the subliminal value of good organization! Set an example for your students by showcasing your materials, tools, books, and files in sturdy containers, binders, or folders. Create your own classroom color scheme to connote different activities, subjects, or student groups. Organize your classroom library with storage that displays different types of books — whatever is grade appropriate.
How can you set up school materials used daily so they take up the least amount of room? What items can be stored in students’ desks versus bookcases?

Teaching Tip For Storage

Idea By Kathleen
5th Grade Reading Teacher, Omaha, NE

I teach in a middle school and I see three classes every day. I color code every thing — the book boxes that I order from Really Good Stuff® are green, blue, and red. I use the over-sized baskets for turning in papers; again green, blue, and red. I even color code the spiral notebooks that go in the boxes. For projects we use the medium baskets with handles — would you believe color coded by class. My students like putting “red” class on their papers instead of block 3/4.

Student Organization

Good organization is a win-win for all. If your students are organized, your day will run more smoothly since you will waste less time waiting for them to locate their materials. You will have more time to teach. If you are well-organized, they are more apt to focus. Your students will have more time to learn. How can you:

• Assist students in organizing papers which need to go home for parents?
• Encourage students to keep their desk and area around it organized and neat?
• Help your students stay focused on their own work?

Organizing Papers

Decide how to manage paper flow for: notices to go home, homework, test/

quizzes/permission slips to be signed and then returned to class, assessments, progress reports, report cards, artwork/other projects which can stay at home, school-wide announcements, etc. Organize students’ work by using folders designated for these different categories. Also consider the frequency of papers going home. You may want to wait until the end of the week or month for items which can stay at home. This will minimize “backpack clutter” and will put the spotlight on more pressing documents which require parental involvement.

Teaching Tips For Student Organization

Idea By Sandy
Special Education Teacher, Lititz, PA

My students have a blue box that has a smaller box in it. They keep their pencils, highlighters, erasers and calculator in the smaller box. On the outside on the side of the box, they keep their soap, lunch card, wallet (they have a money system in the classroom.

---

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Next to the blue box, they have a black expanding folder that keeps their academic work folders for their different subjects.

At the beginning of the day, they take out what they need and place it on top of their black folder in the order they will do it. All this is set up so they can get what they need quickly.

On the back of their chair, they have a chair pocket where they keep their everyday folder, where they keep their behavior chart and to-do list that they often go after several times a day and it is right at their finger tips. We do a blue box check every Monday to make sure that the students stay organized.

Learn More About Really Good Stuff®
Chair Pockets

Idea By Deborah
4th Grade Teacher, Bloomfield Hills, MI

Getting students organized is a common problem but keeping them organized is even bigger! We have been using this set-up in our fourth grade team for years with great success. Have each student bring in a zippered binder (think Trapper Keeper® of days gone by) and three pocketed 3 hole-punched folders. (Those with pockets along the bottom are better than those with pockets up the side in order to keep papers from curling.) Label the first folder “TO DO” on the left pocket and “DONE” on the right pocket. This will help students keep all work to be completed on the left to be later moved to the right until those assignments are collected by the teacher. The second folder is labeled “SAVE” for all those resource sheets teachers want students to keep until the end of a unit or for reference throughout the year. The last folder is labeled “GO HOME” folder. The left pocket is filled with a parent signature sheet that should be signed on the designated day the folder should be emptied. The right hand pocket is filled with the corrected papers ready to go home.

We also keep an assignment book and pocket dictionary in the three rings of this zippered binder. The entire thing goes home every night and is returned every morning. There are no questions about what to do for homework that way! The best thing is that no loose papers are stuffed in desks because every paper has its pocket!

Idea By Karla
K-5 Special Education Teacher, White River, SD

Like many special education teachers, we service a great many students from various classrooms — and we have a small space to meet with these students and to store all of our teaching and learning resources. We have found that using many of the caddies, baskets, dividers, etc., from Really Good Stuff® are helpful when storing a wide range of books, workbooks, supplies, and paperwork.

In addition, we’ve discovered that having a container for each child we service has been a lifesaver. We use each container to store that child’s journal, the textbooks and notebooks that student is using, activity pages, works in progress, etc. We label these containers and place them on our classroom window sill; that way, if the classroom teacher or student needs to access the materials and we are unavailable, the teacher and student know just where to look.
Begin The School Year

You have set up your centers, decorated your bulletin boards, and organized your classroom library. Your classroom is ready. Once you have your student list, consider reaching out to them before the first day of school, especially if they are in primary grades. A short note introducing yourself will help them connect your name to a face when they enter the classroom.

As the first few days of the new school year unfold, you will want to foster new friendships among students, review daily classroom routines, and outline your own classroom rules regarding many things: common courtesies, bathroom breaks, homework, desk tidiness, school safety standards, and much more.

First Day

Consider three goals for your first day:

• Offer your students a warm and reassuring welcome.
• Encourage students to engage with others using first-day activities, games, and ice breakers.
• Establish clear expectations and routines.

For those grades celebrating 100th Day, remember to introduce on day one a countdown tool which the whole class can follow. First day for lower grades may cause student anxiety regarding where they sit and how they will find their desk. Name plates (we call them Desktop Helpers™) are a great solution! They define the student’s desk, help you learn students’ names, and provide additional reinforcement for fundamentals such as number line, colors, shapes, left and right directions.

Teaching Tip For First Day

Idea By Antonia
Pre-Kindergarten Teacher, Kennewick, PA
To help children remember that they should begin to read and write at the upper left-hand corner of a page, I help them create smiley nameplates. I cut colorful poster board into separate cards measuring approximately 4” x 12”. On each card I write one students name in craft glue.

I then supply the children with art materials (beans, pasta shapes, buttons) for them to press into their names. I show them how to work in one line so that the edge of each object touches the edge of another until all the glue is covered. I then place a small smiley face sticker in the upper left-hand corner of each card. After letting the cards dry, I display them in a row atop our alphabet letter display.
Welcome

Your classroom decor can play a large role in your First Day welcome. Dress it up to communicate a welcoming theme such as enthusiasm for learning, team spirit, reaching one’s potential; set the stage for your “opening act”!

Learn More About Really Good Stuff®
Welcome Back To School ▶

Teaching Tip For Welcome

Idea By Jennifer
3rd Grade Teacher, Amarillo, TX
Choosing a theme for your classroom before the start of the new school year helps with organization as well as decorating. After deciding on a favorite theme, I look for decor and materials that complement my theme, such as sparkly pencils, colorful name tags, festive locker tags, and fun door decorations. Taking time to spiff up my classroom always sets a cheerful, welcoming tone and helps us get into the swing of things.

Ice Breakers

Help students learn about their new classmates with games and activities designed to help them build relationships.

Teaching Tips For Ice Breakers

Idea By Jon
4th Grade Teacher, Bloomington, MN
In an attempt to help my children ease into the school year, I use to plan a lot of fun “getting to know you” games and activities for those first couple of weeks back. But over time, I noticed that planning too many of these light and fun activities served to make the students jumpy, plus they weren’t effective in setting the stage for the year to come.

Now, when I plan my first two weeks of school, in addition to the fun activities and the classroom routines, I introduce one new academic subject per day. With this measured approach, my children have fun while easing their way into the academic portion of our program. Within two weeks time, we are well on our way to a great year.

Idea By Bobbie
1st Grade Teacher, Harmony, NC
When starting a new school year the best idea I have for my bulletin board is to make it inviting to my new students. Whatever theme I am using I make my boards with that in mind and put my student’s name on the board with a catchy phrase. Ex: Last year I used an ocean theme with fish, hung an actual real fishing net on the board with a bunch of fish cut-out with each with the students’ name on one.
The fish were put behind the net along with some other sea animal life with the phrase, “You’ve been caught in Mrs. Marroquin’s 1st grade class.” Then I just change the phrase to, “Caught Being Good,” after school has started, leaving up for open house so parents can see who has been showing good behavior. This idea has always been a big hit!!

Social Curriculum & Behavior Management

The classroom is a community defined by rules, consequences, and rewards which you establish. There are individual and group activities. Standards for good behavior, time management, and classroom orderliness will give your students the sense of security and structure they need to thrive in their new classroom environment.

- What are the standards of conduct you expect from your students?
- What will be the consequences for misconduct?
- How will you reward good behavior?

Teaching Tips For Social Curriculum & Behavior Management

Idea By Christy
2nd Grade Teacher, Buford, GA

As part of our focus on character development, our class discusses the importance of using kind words. I then have each student use a pattern to create a mouth with an opening at the lips (envelope style). I offer each student a small strip of calculator paper. Each student uses one side of the paper to list words of encouragement, and the other side of the paper to record unkind words.

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your face and your heart
are happy.

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1. Use kind words.
2. Share with others.
4. Raise your hand.
5. Listen.
After talking about how important it is to use our words for kindness, we stored the word strips in the students’ paper mouths. Each time a student used a kind word, that student got to put a sticker on the kind word side of his or her word strip. By unit’s end, students were offering each other daily reminders to use words of kindness while discouraging the use of unkind words.

Idea By Nicole
3rd Grade teacher, Buckeye, AZ
My classroom management system is based on positive behavior so I “catch ‘em being good.” All of the desks in my classroom are grouped into 5 - 6 teams. Throughout each week the teams earn points by following directions the first time, cooperatively learning, helping one another, displaying good manners, etc. At the end of the week the team or teams with the most points get the “Red Carpet Treatment” — I have red carpet squares that students place under their desks signifying their positive behavior and giving them first privileges (first to line up, first to get a drink, first to sit on the carpet, etc.). It works great and the students feel a great sense of pride and accomplishment at the end of each week.

Idea By Stephanie
1st Grade teacher, Sparks, NV
When the noise level rises in my class, I sing “2, 4, 6, 8,” and the kids respond. “First graders are really great!” I keep track with tally marks if they get quiet before my countdown is finished. If they win, they get a tally mark. If they don’t, I get a tally mark. At the end of each week, whoever has the most tally marks gets something special. If they win, I give them 10 minutes free time on the playground. If I win, they have to be silent for 10 minutes and read. They LOVE the competition.

Daily Routines
Consistently scheduled activities and tasks benefit everyone and provide for a stable learning environment. Your classroom schedule is your framework in which students’ daily tasks, morning activities, and small group learning can be added. Display the classroom schedule including individual and shared tasks, students’ names, homework assignments and collection, etc., so students can anticipate when they are expected to take action.

- How do you plan to start each day – month, date, year, season, the day's weather, birthday acknowledgments and the like?
- Does the classroom schedule change daily? Are Mondays, Wednesdays, Fridays the same, but different from Tuesdays and Thursdays?
- What are the morning activities you expect from students? Is there an activity waiting for them when they sit down at their desks?
- Do you want a student to collect homework or do you designate a place where students can place it?
- What special events will you celebrate in the classroom?

Think of all the activities and reference points you will want to establish as daily routines for your students. Consider how you will remind the class about:
whether it’s a holiday, a this-day-in-history type of event, someone’s birthday, a multicultural event etc. There is always SOME reason why that day on the calendar is special.

Making the kids understand that special things can happen any day could motivate them to celebrate and enjoy every day (not just the days they get gifts or a party). Also it can be a good lesson in history or culture. Besides doing some internet searching, one great resource for such an activity is a book called *Do You Know What Day Tomorrow Is? A Teacher’s Almanac* written by Lee Bennett Hopkins.

**Celebrations**

With so many calendar events to choose from, consider which ones support your learning objectives and which ones can serve as a reward/special treat. For example, some teachers will make a point of celebrating Johnny Appleseed, whereas other teachers will “save” the celebration time and resources needed for another event such as 100th Day for primary grades or Pi Day for intermediate grades.

**Learn More About Really Good Stuff® Classroom Celebrations ›**

### Teaching Tip For Celebrations

**Idea By Dawn**
Kindergarten Teacher, Lebanon, MO

In the past, whenever a celebration day was upon us, the kindergarten teachers in my school struggled with what
to do to keep kids on task until the festivities begin. Finally, we generated a great solution.

We have two hallways of eight teachers each. Each teacher picks a storybook to read or a story to tell and we hold a “Story Walk.” Students move from room to room, stopping at each one to listen to a story or book keyed to that celebration’s theme. Our students hear eight stories in all. We hold our Story Walk in the morning and it takes about an hour. We do this for all the major holidays: Halloween, Thanksgiving, Valentine’s Day, etc. We save our parties for the afternoons.

This idea can be adapted for an author or character’s birthday or for an author study. The kids really enjoy hearing the different books and often write about their favorites in their journals. Some of our teachers make packets for the kids to take home with the name of the books or stories and an activity page for each one. The teachers really enjoy it too because they get to share some of their favorite books and tales.

**Parent/Teacher Night**

Most schools plan Parent/Teacher Night within the first month of the school year. Here is your first opportunity to showcase your classroom, discuss student assessment methods, and explain your guidelines for parent/teacher communication. It can also be your students’ chance to show parents how they have settled in by leaving their own note or project of self-expression.

**Differentiated Instruction**

Throughout your teaching career, you will always be scouting around for developmentally appropriate tools and resources.

- How do you intend to develop lesson plans based on common core standards?
- How do you implement differentiated instruction?

**Teacher Tips For Parent/Teacher Night**

*Idea By Karen*

1st Grade Teacher, Wichita Falls, TX

My school schedules our Meet the Teacher Night before school opens. I have come to regard that night as my personal “Collect Information from Families Night.”

To set it up, on each child’s desk, I place two sticky notes labeled as follows:

**Child’s Name:**

**Transportation First Day:**

**Child’s Name:**

**Transportation, Remainder of the Year:**

I then call parents’ attention to the notes and have them jot their information down as they listen to my presentation about our upcoming school year.

**Make A Great Parent-Night Display With These Fun And Engaging Activity Mats**

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Idea By Mari
1st Grade Teacher, Wauwatosa, WI

My students are forever calling to my attention class library books with torn pages and loose bindings. To empower kids and their parents, and to extend the life of our book collection, I create a book hospital. I take a large plastic box and invite students to make a sign that reads, “Book Hospital: Emergency Room.” I then add clear packaging tape, a roll of Scotch tape, and scissors to the box.

Whenever a child discovers a “sick” book in need of TLC, he or she rushes the book to the book hospital. The children then take turns taking the box home so parent volunteers can perform procedures and operations in their own home-based “Book Health Care Centers.”

When a book has been restored to health and returned to class, I give credit to the parent/doctor responsible and announce that we’ve had another successful operation!

This program is especially popular with parents who work full time as they are eager to learn ways to lend support to our class.

After parents leave for the night, I collect the notes and organize them onto a clipboard. “Transportation” becomes “Simplification” as I use the notes to dismiss kids that first day (and all the remaining days) without a hitch. Later on, I transferred the information to a Transportation Poster that we post in our classroom.

Tip: I use this strategy to manage transportation at dismissal, but you could use it for other purposes, such as to have parents sign up for volunteer work in your class or to schedule parent chaperones for field trips, etc.
Organize Your Desk and Papers

Organization is the mother of success. Finding things quickly will make your day run more smoothly. Keeping track of all student assessments and communications with your principal, parents, and adjunct teachers means deciding where and how you will store them.

Your Desk Organization

Here are some ideas to think about:

• Think about what you need to keep at your desk versus what you can store somewhere in the classroom.
• Consider what administrative activities you must do daily, weekly, and monthly then organize your desk area accordingly. For example, monthly paperwork/folders can be stored in a drawer.
• Identify what items are confidential and keep those under lock and key.

Teacher Tips For Desk Organization

Idea By Kim
3rd Grade Teacher, Colorado Springs, CO

Take five different colored folders and label them Monday, Tuesday, Wednesday, Thursday, and Friday. Glue your daily routine to the front of the folder and laminate. This way when you have a substitute they can look at your schedule at a glance. It is also helpful to put the papers you will need for that specific day inside the folder. Great organizational tool!

Idea By Paula
3rd Grade Teacher, Davis, CA

I use my computer to print self-adhesive labels noting the special classes and services that dot our days (e.g., pullouts, push-ins, library, computer classes, music classes, monthly assemblies, field trips, art classes, etc.). Then as I’m preparing my lesson plans, I transfer the labels to my plan book so all the schedule interruptions are pre-entered. I also have a check-off sheet for new enrollments that may enter our class throughout the year. That way, I just check my list for supplies, tests, or other chores and assessments I need to attend to when a new student comes in during the school year. Both these management strategies are huge time savers.

Home-School Communication

• How can you learn about your students from parents?
• How do you intend to update them on students’ progress?
Reach out to parents indirectly with a classroom newsletter and/or a journal. You can also offer more subtle touches such as “Well done!” on students’ tests or homework. When you include parents in establishing a behavior plan for an individual student, they will be more apt to execute the plan at home.

Teaching Tip For Home-School Communication

Idea By Ann
2nd Grade Teacher, Brunswick, GA

I am going to have a student teacher working with me in the fall. On her first day, I plan on supplying her with an index card box of a collection of different colored index cards, and some index dividers. I’ll encourage her to use the cards to jot down any good ideas she observes in action in my classroom and around the school and to file them away for future use.

I also plan to give a card to each teacher along with an invitation to jot down his or her best teaching idea or tip along with his or her contact information. Then, on my student teacher’s last day, we can use the cards to “shower” my student teacher with our wisdom of experience and provide her with an instant set of tips from professional colleagues willing to communicate with her.

Assessment

Your principal will have certain standards, formats, and schedules for assessing student progress. Some things to keep in mind:

- Keep your own record and filing system. It will enable you to make notes during the day which you know you will not remember a month later when “official” reports are due.
- Consider which students and situations warrant positive reinforcement to be shared with the class.
- How well do your assessments accurately measure student mastery in light of your lesson objectives?
Other Really Good Resources

We are always looking for more ways to help you—our teachers. Below are a few of our free resources to support your classroom instruction, organization, and communication. We will be adding more ebooks, so check back in the future.

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