Use this checklist to set up your class at the beginning of the school year. Use it to evaluate your room and teaching periodically throughout the school year.

**Physical Environment**

### Basic Supplies
- Stapler (and staples)
- Tape/dispenser
- Paper clips
- Index cards
- Sticky notes
- Pens and pencils
- Art supplies
- Scissors
- Overhead transparencies
- Overhead pens
- Paper: computer, butcher, binder, construction
- Recordable CDs
- Chalk or whiteboard pens
- Yardsticks and rulers
- Map(s)

### Technological Equipment
- Computer
- Projection device (monitor/LCD)
- Printer (a quiet one!)
- Speakers
- Internet connection
- Overhead projector
- Tape recorder (portable) with earphones
- Television
- Extra printer ink cartridges
- VCR/DVD player
- Camera (digital, video, or 35 mm)
- Stereo

### Physical Space
- Bulletin boards to post student work and announcements
- Communal board for students to use
- Classroom library bookcases
- Conferencing space
- Regular chairs that can be moved around
- Podium or music stand

### Organizational Space
- In/Out boxes
- Place for extra copies of handouts
- Clipboard(s)
- Bulletin/cork board

**Storage Space (ideally lockable)**
- For works-in-progress
- For portfolios or writing folders
- For art supplies
- For computer supplies
- For your personal things

### Academic Supplies
- Good dictionaries (appropriate to grade level)
- ESL dictionary
- Bilingual dictionaries
- Calculator
- Thesaurus
- Write Source 2008 (Great Source)
- Encyclopedia (appropriate to grade level)
- The Reader’s Handbook (Great Source)

### Procedural Information
- Students’ names
- Contact information (for both parents)
- Special or medical needs identified (keep easily accessible)
- Student identification numbers
- Complete Substitute Information sheet
- Complete Teacher’s Homepage

### Intellectual Environment
- Do you have a significant classroom library with a range of authors, reading levels, subjects, genres?
- Are students confident that what they think matters and is learned in your class?
- In your class is there only one right answer to the questions you ask?
- Who asks the questions in your class?
- Do students have, when possible, a variety of ways to demonstrate what they know?
- Does your class allow for and validate different views and opinions?
- Do your ways of assessing students challenge them to think, or try to “catch” them?

### Emotional Environment
- Policies posted, clearly explained, consistently enforced: rules by which we live and work while in this room

### Personal Environment
- Is this “your” room or “our” room?
- Can students meet in or otherwise use your room before school, during recess/lunch, after school?

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