

ADMINISTRATIVE PROCEDURE

General Administration

Classroom Organization, Cleaning, and Maintenance

GEN #18

Reviewed: May 2022

Background

Christ The Redeemer (CTR) Catholic Schools is committed to providing high quality learning environments for every student and teacher. CTR classroom standards and common expectations will ensure that every teaching environment is set up for success. This AP will provide guidelines for: 1) physical layout, 2) basic furniture, 3) teacher expectations and 4) cleaning standards.

		Kindergarten	Grades 1 - 4	Grades 5 – 8	Grades 9 - 12
<u>Teaching Wall</u>					
1	3, 4x8 whiteboards (centre board for smart projector)	650 mm to tray	750 mm to tray	850 mm to tray	950 mm to tray
2	Tackboard on either side of whiteboard where appropriate	√	√	√	
3	2-foot high tackboard above the whiteboard	√	√	√	
<u>Back Wall</u>					
1	Tackboards: at least 2, try for 3	900 mm to bottom	900 mm to bottom	900 mm to bottom	900 mm to bottom
<u>Window Wall</u>					
1	Tackboards between windows where possible	√	√	√	√
<u>Door Wall</u>					
1	Either permanent millwork or tackboards	√	√	√	√
2	Sink	√	√		
<u>Flooring Hard Surface</u>					
<i>(All carpets to be removed over the next 5 years)</i>		√	√	√	√

		Kindergarten	Grades 1 - 4	Grades 5 – 8	Grades 9 - 12
<u>Basic Furniture</u>					
1	Teacher desk and chair	√	√	√	√
2	Filing cabinet	√	√	√	√
3	Teacher lock-up	√	√	√	√
4	"A" shelving (2)	√	√	√	√
5	"B" shelving (1)	√	√	√	√
6	Additional storage units (2)	√	√		
7	Faith Centre	√	√	√	√
8	Reading Centre				
	• 1 or 2-sided bookcase	√	√	√	√
	• Teacher reading chair	√	√	√	
	• 10x14 area rug	√	√		
9	Independent workcentre and 4 chairs	√	√	√	
<u>Other</u>					
1	Coat and boot storage				
	• Cubbies	√	√		
	• Hallway lockers		or √	√	√
2	Window from hallway	√	√	√	√
3	Boot racks in hallway near entrance	1 per class	1 per class	1.5 per class	
4	Hallway tackboard per classroom	More where appropriate	More where appropriate	More where appropriate	
<u>Miscellaneous</u>					
1	Crucifix placed in a significant location	√	√	√	√
2	Clock	√	√	√	√
3	Recycling / garbage centre (3 bins)	√	√	√	√
4	Pencil sharpener	√	√	√	√
5	Telephone	√	√	√	√
6	Intercom speaker	√	√	√	√
7	Internet connection	√	√	√	√
8	Smart projector	√	√	√	√
9	Laptop	√	√	√	√
10	Emergency exit plan mounted at door	√	√	√	√
11	Blinds over window for lockdown (if required)	√	√	√	√
12	Blinds/solar film to reduce excessive heat gain (where required)	√	√	√	√

Teacher Expectations - General Guidelines

Teachers create and direct the environment and ethos of their classrooms. They are responsible for ensuring that student learning is optimum and that health and safety are paramount. Classrooms should be inviting and free of clutter. Decisions made regarding classroom set-up need to be thoughtful and considerate, keeping implications for custodial staff and facility upkeep in mind. Principals are responsible for the big picture and for ensuring that decisions made do not have a negative impact on school maintenance and cleaning. Frequent

tidying and upkeep are CTR expectations. Unless there is a good reason, bulletin boards should be cleared each June to allow for updated and current displays that are reflective of September's new group of students. Small appliances (bar fridges, microwaves, etc.) can create clutter, be unsanitary and use extra energy and are therefore discouraged.

Teachers are asked to take the following factors into consideration when setting up a classroom:

- Is my room aesthetically pleasing and clutter-free?
- Will the set-up support and enhance learning for all students?
- Is the health and safety of all students accounted for?
- How will the set-up of the room allow for the achievement of curriculum outcomes?
- Have classroom additions and purchases been made with support from the principal?
- Have I made full use of all available bulletin boards?
- Has my décor taken into account the cleaning workload of school custodians and facility upkeep?

Cleaning Standards

Daily:

- Garbage
- Dry mop floor
- Secure doors and windows

Weekly (as required):

- Whiteboard trays
- Student desks
- Sinks and fittings
- Telephone handset
- Low dusting
- Spot wash walls
- Doors and frames
- Dust projector arm
- Damp mop floor
- Hallway windows
- Whiteboard

Yearly:

- High dusting
- Wash walls
- Wash woodwork
- Lights and fixtures
- Blinds
- Ventilation grills
- Wax floors
- Furniture
- Exterior windows (as required)