

**Parent-Teacher Conferences** will be held in your respective classrooms. Be sure your classrooms are clean and presentable; free of debris, trash and clutter. Use the attached, “**Teacher Physical Environment Rubric**” (below) to survey the condition of your classroom. Proper attention to identified areas is expected and must be remediated. **Please email Mr. Flowers and Ms. Johnson-Berry with custodial concerns.** Also make available your grade and attendance reports, course syllabus, textbook and other resources you use for determining students grades.

GRACE KING HIGH SCHOOL  
TEACHER PHYSICAL ENVIRONMENT RUBRIC

Proficient	√	Emerging	√	Ineffective	√	Comments
Arrangement of student desks and furniture allow for easy access to students and work areas.		Though student desks and other furniture arrangement are organized, it does not allow for access to students.		Student desks and other furniture arrangement are disorganized and do not allow for access to students.		
Shelves and counter spaces are organized clean and neat.		Shelves and counter spaces are organized and neat; however, somewhat cluttered.		Shelves and counter spaces are disorganized and cluttered.		
Student work centers are easily identified, used for its intended purpose and stocked with student materials and resources.		Though student work centers are identified, they're not solely used for its intended purpose.		Student work centers not identified, not used for its intended purpose.		
Walk areas are free of debris and materials (book bags, etc.)		Walk areas are somewhat obstructed – mostly by student book bags.		Walk areas are obstructed by book bags, boxes and other debris.		
Hazards (including electrical cords, cleaning agents, tools and other items) are not visible.		Though visible, electrical cords, cleaning agents, tools and other items are not hazardous.		Electrical cords, cleaning agents, tools etc. create hazards.		
Workbooks and textbooks are neatly stored or placed for period by period inventory.		Workbooks and textbooks do not have a storage space but are placed under student desks for daily inventory.		Workbooks and textbooks are everywhere and do not allow for inventory.		
Classroom is free of broken, damaged or unused items.		Classroom contains some broken, damaged or unused items that are awaiting repair or disposal.		The classroom contains broken, damaged and unused items.		
There is no evidence of food, candy, gum and/or drinks.		Minimal evidence of food, candy, gum and/or drinks in the student work areas.		Evidence of food, candy, gum and/or drinks is visible in the work areas.		
Teacher desk(s) and work space are neat and orderly		Teacher desk(s) and work space are somewhat disorganized.		Teacher desk(s) and work space are unkempt.		
Walls and doors are not written on.		Walls and doors have some marks.		Graffiti on walls and/or doors.		
Posters and other wall/doors displays are well stabilized, updated and have an attractive appearance.		Posters and other wall/doors displays are updated but have somewhat unattractive appearance.		Posters and other wall displays are poorly secured and/or hanging off the walls/doors and have an unattractive appearance.		
Overall classroom environment is conducive for learning.		The overall classroom environment requires little improvement to be conducive for learning.		The overall classroom environment is not conducive for learning.		