



Teacher Tutorial #18:

from Marcia:

How to Manage a Science Classroom's Supplies



How to Manage a Science Classroom's Supplies

QUESTION FROM A TEACHER:

I notice you do a lot of cutting and pasting in your class. I've using science notebooks daily for the last quarter with lots of foldables and other interactive activities incorporated into them. They been working out great and the response from the students has been mostly positive. However I'm struggling to keep supplies organized (scissors and glue).

I've tried a couple of different systems, but I still end up with missing scissors, wasted glue, or wasted time getting things distributed and collected. Do you have a system that works well in your class?

MARCIA'S ANSWER:

I went through the same frustration until I hit on the following supply procedures:

1. **NEVER** let your students leave the room when the bell rings! It should be **YOU** alone who dismisses a class! Train them to wait to stand till you say, "You may go." They should be trained to stand, push their chairs in, and quietly leave room. Stop and retrain **right on the spot** if they ever deviate! An alternate method is to let them stand and push chairs in as the bell rings, but wait for you to say, "You may go." This gives you time if you are still double-checking for cleaned up spaces but lets



Marcia's Science Teaching Ideas was founded by Marcia Krech, a retired Earth Science Teacher from Missouri, who believes passionately in passing on what she knows about good science teaching. I encourage teachers to use the active learning model including team games and foldables which puts the student to work and assigns the teacher the role of facilitator.

Email me with questions!

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them feel like they're about to leave.

2. Always have a **BASKET** on each table for two students (or some similar method). In the basket could be: one box of colored pencils, two small rulers, two glue sticks, a small pencil sharpener, scissors, etc. Sometimes, I would add a larger 12" ruler on the table on top of a textbook. Before they could leave, all supplies had to be in the baskets. Walk around right before the bell if we'd use supplies.

3. In the last couple of minutes, ask your students to check their books and baskets. Each table might have one or two textbooks and a basket. They should know **FROM DAY ONE** they won't be dismissed until you have personally checked each basket.

A SUPER GOOD IDEA: Have the next class check to make sure everything is in their basket! Then, since you have a seating chart, you will know which kids from the last class didn't get it all in there (or took something, etc.) This means you don't have to check each basket with a fine tooth comb, they do it for you so they don't get in trouble the next hour! Of course, this won't happen on days when you don't use the baskets. You could even remove them some days!

4. Walk around and do a visual check. This could be done every period of every day (unless you've removed the baskets that day) and should be a **pleasant time** when you are smiling, chatting, patting

someone the back, etc. while you are quickly checking baskets.

5. **When the bell rings, they have to wait!** If you aren't done, they have to wait! When you are done, walk back to the door, and dismiss with a smile and a "You may go and have a nice day!"

6. **IT IS WORTH IT!** I loved always having supplies for the next class. If you turn the end of a period into a nice moment where you make eye contact and chat, you will like it, too, and you'll have everything there for the next class!

7. **PLUS** when the next class comes in, first thing even before the bell rings, they get to checking so they aren't in trouble for something coming up missing. **If they tell you before the bell rings**, it's not on their dime, so to speak. The consequence is:

NO SUPPLIES ON THAT TABLE TILL THEY BRING YOU A REPLACEMENT!

Keep track and remove the basket from that table the next day for the erring group!

8. **BE SURE** to have all replacements supplies locked up tight where they can't get to them! (Learned this one the hard way!)

9. Train your students to do this on the first day of school. Including the check of your books and baskets, and how you dismiss the class. If they complain, talk about the importance of every student having the same chance for a good education, including supplies!

Goodies for the Teacher:



FREE!
Supply Basket Labels



Colored-coded in case you can't find different colored baskets for each team's color.
(Buy same color & add labels!)

[Click here for a peak!](#)

Suggested Basket Types:



Buy two baskets of each Team Color!



Buy all the same color and use colored labels!



Collect Fruit Baskets for FREE!