



# Material Organization

I-5, I-10

Material Organization is a systematic approach to storing and retrieving materials. The specific organization is dependent on the arrangement and space in the classroom and on the style and preferences of the teacher(s) and students who work in the room. The goal of organizing materials is to give students and teacher(s) quick access to the correct materials with a minimum amount of disruption to learning.

- ☐ Look at the classroom and determine what materials will be frequently used.
- ☐ Decide on a location where materials will be stored that will be easily accessible to all students with minimal loss of instructional time.
- ☐ Gather storage containers. Examples include, but are not limited to:
  - Clear storage boxes
  - Plastic baskets
  - Plastic tubs
  - Trays
  - Magazine holders
  - Tote bags
- ☐ “Name” the storage container by labeling it with what is inside.
- ☐ Sort and place only the items on the label in the specific container.
- ☐ Teach students where the items will be located and the procedure to obtain and return the materials.
- ☐ Model for students.
- ☐ Practice obtaining and returning materials.



## Additional Tools

### *Library Organization*

Save time by using round colored label stickers to identify books by genre, author, and/or category. Use one color per category. Place the same color label on the storage container and on each individual book on the top right corner or on the spine.

### *Backpacks*

Use clear plastic backpacks to store materials that are not used frequently or materials that students can take home for practice.

For more strategies and/or resources, visit [houstonisd.org/EffectivePractices](http://houstonisd.org/EffectivePractices)



## ALERTS

If materials begin to find themselves out of order, re-set expectations by taking a few minutes to review with the students the procedure for obtaining and storing materials in their proper places.



## QUICK TIPS

Consider allowing students to help decide how and where to store materials. This will build student investment and ownership. Save money by re-purposing food containers, asking for parent donations, or visiting a local dollar store for storage containers.