TEACHER CHECKLIST

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| SCHOOL SUPPLIES | TASKS TO COMPLETE |
| White/Colored Chalk Or Dry Erase Markers  Rubber Bands  Sticky-Notes  Mechanical Lead Pencils  Black Ink Ballpoint Pen  Red Ink Pen  Yellow Highlighter Pen  Press-On White Labels  3x5 Cards  Loose-Leaf Reinforcements  Paper Clips (Large And Small)  Stapler (Adjustable and/or Regular)  A Pad Of Carbon Paper  Single-Edges Razor Blade/Cardboard Cutter  Wet-Wash Pads  See-Through Pencil Case  An Appointment Book  A Grade Book  Spiral Notebooks  Hole Punch (Single, 2-Hole and/or 3-Hole)  Folders (Hanging, Pocket, and Manilla)  Rulers and Yardstick  Measuring Tape  Tacks and/or Pushpins  Tissues  Hand Sanitizer  Air Freshener  Cell-Phone  Medicine (Advil, Asprin, Ibuprofen) | Write family welcome letter.  Determine best room arrangement.  Decorate bulletin boards.  Create student nametags.  Decide on class rules and determine associated rewards and consequences, or locate rule-writing activity for the first day of school.  Copy quote of the day onto main board.  Select icebreaker activity.  Prepare an activity for assessing writing skills.  Print a monthly calendar for each student, and choose a calendar activity.  Prepare to introduce students to the web by locating an appropriate back-to-school scavenger hunt.  Print a teaching master to use to assess beginning math skills.  Sign up for an education newsletter.  Select an appropriate lesson plan and tie it to national education standards.  Prepare to discuss the important topic of bullying with students.  Review great web sites and iPad apps for teachers and students.  Browse student records and then determine strategies for dealing with problem behaviors.  Think of ways to boost study skills during the year.  Plan strategies for building student connectedness.  Prepare for awkward transitions by keeping handy a selection of 5-minute fillers. |