

## Thanks for Watching My Class

Here's what to expect today:

Turn on the 5 lamps around the room. Please turn off the overhead fluorescent lights.

As students enter class, they will get their own binders, laptops and headphones. Students have access to the computer cart keys, as well as the headphone cabinet keys (located in the green, paperclip bowl near the computer cart). Check that they are there throughout the day..

**Please stand by the textbook bins (near the teacher's desk) at the beginning of each class. Students must trade their picture ID in order to get a textbook or answer key from you. Please match the number on their ID to the number on the textbook or answer key (the books are in bins by the teacher's window and the answer keys are all in one bin below the phone). A student who already has one book and wants another must trade their old book for the new one. Each student is only allowed one book/key at a time, so please only pass out one book per person.**

**Students will return their books to you at the end or during class (please keep books in chronological order). Return their ID when they give you the book/key. DO NOT allow students to get or return their own texts or CDs- they get stolen that way!**

Once the bell has rung, please walk around class to encourage students to get to their seats. Once everyone is seated, please take attendance silently using the provided seating chart and class roster. Send a student to the office with the attendance page.

All students with a laptop on their desk must have headphones plugged in. If you hear any computer sounds please ask that student to plug in their headphones or to put their laptop away. Any computer problems? Tell the student to "restart" or choose a different project.

Students are allowed to listen to live-streaming German radio stations. No IPODS and no CDs are allowed.

Students may use the bathroom pass at the front of the room. No eating or drinking.

Please walk around the classroom throughout the class period to see if anyone is playing an on-line game. Leave me a note if anyone gives you a hard time.

A 5 minute alarm will ring when it's time for students to pack up. It will turn itself off.

**\*\*PLEASE** check that each cart has 15 laptops in it, once the students are lined up at the door. If any are missing, locate them around the room or don't let the class leave until you see them returned.

Once the class has left, please return the headphone bin to it's cabinet (under the binder bins). At the end of the day, please turn off the lamps and the water fountain.

THANK YOU! Dr. Bogard, German Teacher, Room 7-121

Lunch is from \_\_\_\_\_ until \_\_\_\_\_

Planning is from \_\_\_\_\_ until \_\_\_\_\_