

# Company Procedures Agreement

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Dear Parent, Students, Family or Friend –

Welcome to your DIGITAL MEDIA Course. We are very excited about the great, new year ahead of us.

This year in an effort to become more “GREEN” we have elected to post all our pertinent course information online.

You can find this information in two areas-

- (1) Sign in to Progressbook.  
<https://parentaccess.ocps.net>  
Select your Digital Media course and the paperwork will be listed.
- (2) Mrs. Rodriguez’s Class Website  
<http://teacherpress.ocps.net/heatherrodriguez>  
Post: First Day of School PAPERWORK

Please take some time and read each of the four documents (Company Procedures, Course Syllabus, Business Dress Guidelines, Acceptable Use Policy). When you have read each document, please sign this Company Procedures Agreement to acknowledge that you have read the materials and understand the contents. If you ever need assistance, please feel free to contact us. The best way to contact your teacher is via email for Mrs. Rodriguez [heather.rodriguez@ocps.net](mailto:heather.rodriguez@ocps.net) and for Mrs. Barber [barbara.barber@ocps.net](mailto:barbara.barber@ocps.net).

We hope you and your student look forward to a great year in the Model Office, NEW Building 23. We have many great assignments, programs and projects waiting. Many of your students will also have the opportunity to earn college credit, scholarships and professional certifications while taking this class. These are great opportunities that you can only receive here in Digital Media.

Again, we hope you are ready for a great year and see why we are, “NEVER LESS THAN THE BEST.”

Sincerely,

\_\_\_\_\_  
Mrs. Heather Rodriguez

\_\_\_\_\_  
Mrs. Barbara Barber

## ***Cover Sheet Acknowledgement & Understanding***

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*My signature in this below section, affirms that I have read and understand each of the documents below. These documents serve as a first notice to all parents and students.*

<b>Document</b>	<b>Parent/Guardian Signature</b>	<b>Student Signature</b>
Company Procedures		
Course Syllabus		
Business Dress Guidelines		
Acceptable Use Policy		

### **PLEASE PRINT**

Student Name (Print): \_\_\_\_\_

Parent/Guardian(s) Name (Print): \_\_\_\_\_

Primary Contact Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_