

Company Procedures Agreement

Dear Parent, Students, Family or Friend –

Welcome to your DIGITAL DESIGN Course. We are very excited about the great, new school 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 Design course and the paperwork will be listed.

(2) Our Shared Class Website.

<http://teacherpress.ocps.net/barbarabarber/>

Resources Tab/Forms for Digital Design Class

Please take some time and read each of the five documents (Company Procedures, Course Syllabus, Business Dress Guidelines, Internet Policy, and Model Release (on back). 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. Barber barbara.barber@ocps.net and for Mrs. Wright camille.wright@ocps.net.

We hope you and your student look forward to a great year in the Model Office (HUB), 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 Design.

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

Sincerely,

Mrs. Barbara Barber

Ms. Camille Wright

Cover Sheet Acknowledgement & Understanding

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

Document	Parent/Guardian Signature	Student Signature
Company Procedures		
Course Syllabus		
Business Dress Guidelines		
Internet Policy		
Model Release (on back)		

PLEASE PRINT

Student Name (Print): _____ Freshman Sophomore Junior Senior

Student Email: _____ Student Phone Number: _____

Parent/Guardian(s) Name (Print): _____

Parent/Guardian Contact Number: _____

Parent/Guardian Email: _____