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 and materials donations will be paid through School Pay.

You can find this information in three areas:

(1) Sign in to Progressbook.
https://parentaccess.ocps.net
Select your Digital Design course and the paperwork will be listed.

(2) In your Digital Design Canvas Class under Course Information.

(3) 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, Mrs. Wright camille.wright@ocps.net and Ms. Osias derby.osias@ocps.net.

We are looking forward to a great year in this class. Many 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	Ms. Debby Osias

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		
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: _____ Student ID Number: _____

Parent/Guardian Email: _____