

Dear Parent or Guardian,

My name is Cara Lee and I will be your son/daughter's Computer Tech Intro teacher this semester. I look forward to teaching your child. I believe this is an important class for a student to take to further their knowledge of computers.

All school and classroom policies will be enforced using the discipline management plan as stated in the Mann Student Handbook. Failure to follow certain class policies pertaining to the care of the work station, software and equipment may also result in loss of computer access, and an alternative written assignment will be made.

If you have any questions or concerns please feel free to contact me.

My conference period is: 5th period (1:05-1:55)

Classroom number: 447-3120

Attached you will find the syllabus and objectives. This will inform you of the class rules, materials needed, and procedures for our class. **Please review the syllabus and objectives, then sign and return the Student Contract Agreement to indicate that you have reviewed them.**

I look forward to having a great and successful semester with your child!

Sincerely,

Cara Lee



Student Contract Agreement

- I have read the policies and procedures for the Computer Tech Intro class and agree to abide by them.
- I understand that following the policies and procedures will make it possible for the student to learn more effectively and that not following any of the policies will result in behavior discipline, according to the LRSD and Mann Middle School Policy.
- I have explained the policies and procedures to my parent or guardian, who has also signed below. I must return the form to my instructor by **Friday, January 7** in order to have access to the computer.

Student Signature

Date

Guardian Signature

Date

Home Phone _____

Work Phone _____