Dear Parent(s):

Hello, I am Terry Teeter and I will be your child’s teacher for the 2015-16 school year. I am looking forward to a new and exciting year.

The best way for you to contact me is by calling in the morning from 7:40 to 8:20 which is my planning period. You may also email me at any time at terry.teeter@cmcss.net.

Information Technology Foundations (ITF) is a course intended to provide students with exposure to various information technology occupations and pathways for Web Design. Upon completion of this course, proficient students will be able to describe various (IT) occupations, demonstrate logical thought processes and discuss the social, legal, and ethical issues encountered in the IT profession. Proficient students will also demonstrate an understanding of basic digital theory; project management and teamwork; client relations; causes and prevention of Internet security breaches; and writing styles appropriate for web publication. Upon completion of the ITF course, students will be prepared to make an informed decision about which Information Technology program of study to pursue.

Listed below is additional information as it relates to classroom expectations, grading, and procedures.

**MAKE UP WORK**

Makeup work is due based on the number of days missed from class. Because this is a computer class based on specific software the student may not have at home, it is the student’s responsibility to obtain the work missed and make up in a timely manner arranged by the student and the teacher.

**GRADING PROCEDURE**

Grades will be based on accuracy and completion of student work and projects. Objective and application tests will be given as well as a strong emphasis on project websites. Students will be graded based on a total point system.

**PROGRESS REPORTS**

Student progress reports will be given out every 3 weeks. They can also be obtained by accessing PowerSchool from the Internet. However, a student may obtain a printed progress report at any time by requesting it from me.
STATE STANDARDS AND COMPETENCIES

Attached to this parent letter is a copy of the State Standards and Competencies for Web Design Foundations. By signing below, you are acknowledging that you have received a copy of those standards.

Thank you for allowing me to teach your child. I am looking forward to a great year!

Terry Teeter

***********************************Cut and Return Bottom Portion******************************

INFORMATION TECHNOLOGY FOUNDATIONS (ITF) TEETER

Student’s Name:___________________________________ Class Period: ___________

Student Signature: _____________________________________________________________

Parent Signature: ______________________________________________________________

(I have received a copy of the classroom procedures and a copy of the State Standards for Information Technology Foundations.)

Parent Email Address: __________________________________________________________