



Our Mission: *At Central we strive to reach our potential through hard work, positive attitude, and strong character.*

August 19, 2015

Dear Parent/Guardian,

I am looking forward to an exciting year of learning with your child in the Licking Heights Central Middle School Computer Applications II class. Using a variety of software applications, your child will complete real world projects such as designing and producing a variety of documents including brochures, flyers, and newsletters. Students will also learn to use presentation software (Microsoft PowerPoint and Windows Movie Maker) during the course of study to create and modify graphic presentations. Basic functions of photo editing software will be included in the creation of these and various other projects.

Given this class is in a computer lab, there are strict rules to protect your child and the equipment. Please carefully read the computer lab rules within the syllabus. Feel free to contact me if you have any questions.

After reading the syllabus, please sign the Guardian and Student Agreement. Your child also needs to sign the agreement. Signed forms are to be returned to me by Friday, August 21st. Students will not be able use computer equipment until signed forms are received. Work not completed will receive a zero unless prior arrangements are made.

For this class your child will need the following supplies:

1. Dedicated class notebook, pen and pencil for daily class notes
2. Disinfectant wipes for cleaning the students work area to help limit the spread of germs
3. One box of facial tissue
4. 1 GB or higher USB Flash drive

I would like to keep you posted on your child's and our class' progress. I encourage you to visit my web site, which contains information about your child's class. (It is a work in progress.) The link is listed below along with my contact information. Feel free to contact me anytime.

Class Web Site:	http://wanacktech.weebly.com/
E-Mail:	awanack@laca.org
Office Phone:	740-927-3365

Sincerely,

Mrs. Anna-Lisa Wanack

Anna-Lisa Wanack

Guardian and Student Agreement for Computer Lab

Your signatures on this page acknowledge that you and your child have read, understand, and agree to abide by the Computer Lab Rules while in the computer labs at LH Central Middle School and using school equipment. All cell phones and portable electronic equipment must be turned off and stored during class. Any personal electronic equipment out in view will be taken up by the teacher.

Your signatures on this page also acknowledge that you have read the course syllabus. This page must be returned to me and will be kept on file as verification that both student and guardian(s) are aware of these rules and that disciplinary measures will be taken should ANY of the rules be broken. This is a necessary measure to protect your child and the computer equipment.

Student Name (Printed)

Student Signature

Date

Guardian Name (Printed)

Guardian Signature

Date

Home Phone

Cell Phone or Pager

Office Phone

E-Mail