



The Technology Academy

at West High School

Mr. Jerry Clayton, BA, MBA

Dear Parent or Guardian:

I want to welcome you and your student to my classes in the Technology Academy at West High School. As your student's parent or guardian, you are a very important part of the team that teaches your child. I welcome your participation. Encourage your student to attend school regularly and on-time and to complete their work. Keep yourself informed about what your child may or may not be doing. Hold him/her accountable and praise him/her for a job well done. Our objective is to help your student develop a plan that will lead to their graduation and a successful future. Please feel free to visit our class and to contact me if you have any questions or concerns about your student.

Jerry Clayton
720-423-5564

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MISSION

The mission of the Technology Academy at West High School is to provide students with a solid understanding of how business functions in the American free enterprise system and how emerging technologies are defining business in the 21st century. Working in a project-based, community-based environment, students will learn the technical, business, and leadership skills necessary to be competitive in post-secondary studies and career.

EXPECTATIONS

Your student is expected to do the following:

- Complete all competency based assignments.
- Complete portfolio requirements for passage.
- Maintain a 90% plus attendance
- Model workplace skills (including initiative, accuracy, respect, preparedness, punctuality, responsibility, and integrity).
- Dress appropriately.
- Participate in the career development process.
- Participate in Future Business Leaders of America.
- Follow all West High School rules and procedures.

GRADING

Students will be graded on classroom participation (50%) and a portfolio of learning (50%). Participation grades will be posted weekly. The portfolio grade will be posted at the end of weeks 8 and 17. Your student will receive a written progress report at the end of five weeks during the grading period. They will be instructed to bring the report home to you. Please review the report, sign it, and send it back with your student. You may request a progress report at any time.

ATTENDANCE

My classes are based mostly on in-class instruction and project-based work. Attendance is essential for success in this class. On time attendance means in class, at their seat, ready to work when the bell rings. It is my expectation that students will maintain a 90% plus attendance. You can help by explaining to your student that good attendance is your expectation too. If your student must be out of school, please take a minute and call in an excuse. The number is 720-423-5369.

LEADERSHIP

Students participating in the Technology Academy will also be members of the Future Business Leaders of America. FBLA is the largest student business organization in the country with more than 250,000 members. The purpose of FBLA is to teach leadership and develop career skills. Leadership training is required by the Colorado Community College System (CCCS), the accrediting body for our program. There is a \$25 class fee to cover FBLA membership which students may earn back.

COMPUTERS

In my classes, your student will be working in a computer lab. This is a great opportunity for your student to learn some skills that will help them in the future. It is expected that your student will follow the rules for safe computer use. Please make sure to read and sign the Computer Use Agreement with your student. Students will not be allowed to use the computers until this agreement is signed and returned.

For more information, visit my class website at www.MrClayton.org .

ACKNOWLEDGEMENT

Student Name _____ Student ID _____
Class _____ Period _____

I have received and read this family letter and understand what is expected of my student.

Parent Signature

Date

From time to time I like to add pictures of my students and their work to my class web site at mrclayton.org. If that is OK with you, please indicate your permission by signing below.

Parent Signature

Date

Parents: It is very important that I am able to contact you concerning your student. Please complete the following information:

Name: _____

Best time to contact me is: _____

I speak: English Spanish

Daytime Phone Number _____

Evening Phone Number _____

E-mail address _____

I would like more information about how I can get a FREE e-mail address.

Yes No