

August 13, 2019

Dear Parents/Guardians:

I would like to welcome you and your child to the start of a new school year at Leon High. I want to take this opportunity to introduce myself and express my excitement about working with your child this year. I have taught Business Technology classes for the past 28 plus years and I have thoroughly enjoyed teaching employability skills to so many young people. It gives me great pride to know that the skills acquired through my classes are skills that can be used immediately for employment purposes, higher education, and other personal endeavors. We are going to have a very busy and productive year filled with a plethora of learning activities.

It is my belief that positive interaction between teacher and parent strengthens the feeling of support all children need for success in school. My goal is to create an atmosphere of open communication regarding your child. Therefore, I am providing my contact information so that you may reach out to me if you have any questions, comments and/or concerns regarding your child's academic performance and/or conduct in my class. I welcome phone calls as well as emails. (phone: 617-5700, ext. 2350; email: greenj-1@leonschools.net)

Attached you will find several handouts (course syllabus, classroom rules/policies, and how to make-up work when absent). Please read each document provided and sign the detachable portion on the bottom of this page to indicate your understanding and support of my classroom system and expectations.

I know with your involvement and support, we are going to have a terrific year!

Sincerely,

Jacqueline D. Green, M.Ed.  
Department Chair  
Business Technology Education  
Leon High School

**(PLEASE DETACH HERE AND KEEP THE ABOVE LETTER FOR YOUR RECORDS)**

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I, \_\_\_\_\_ parent(s)/Guardian(s) of  
\_\_\_\_\_ understand and support Mrs. Green's classroom  
system and expectations as indicated on the course syllabus, rules and policies, and how to make-up  
work when absent handouts. Our contact information: Home Phone \_\_\_\_\_, Cell  
Phone \_\_\_\_\_, e-mail \_\_\_\_\_  
Please express additional questions, concerns or comments: \_\_\_\_\_