January, 2015

Dear Parents:

My name is Jo Ann (Russell) Keith and I will be your child's Computer Applications teacher for the next 18 weeks. This is my 21st year teaching Business and this is my 14th year at Portland High School. I teach Computer Applications, Computer Applications and Senior Project. I graduated from Portland High School and I live in Portland. I am very happy to be teaching at Portland High School and I look forward to teaching your child.

On the Portland High Schools website, phs.sumnerschools.org, teachers, Jo Ann Keith, you will find a great deal of vital information. Please review all the information on the website pertaining to our class. I want the students to feel comfortable, but I also want them aware of what is expected of them in class.

I am always available to you if you have any questions or concerns. Feel free to contact me at joann.keith@sumnerschools.org and you will receive the quickest response. You can also contact me at 325-5328 between 1:20-3:00. To help your child be successful in Computer Applications, there will be a personalized progress report sent home with your child at each 4 ½ weeks which is to be signed and returned. Please look over this sheet which will in detail give you all of your child's grades in desktop publishing. Of course the best way to be informed is to keep constant checks on the **PARENT PORTAL (Information Now)**. If you need your login information, please check with guidance.

If your child is absent from class, I am available for them to make-up work in the morning. I am usually at school at 7:30. It is the student's responsibility to find out what was missed, what handouts were given, and make arrangements to stay and catch up. This is a huge factor for students who miss. **Please, please**, do not let an absence just pass by without your child making up work.

Please review all of the information in this packet and sign the next form, along with your child, and I will keep this in your child's folder. I look forward to this semester with your child.

Sincerely,

Mrs. Jo Ann Keith

Mrs. Jo Ann Keith
Business Technology Department