

September 2009

## WELCOME TO COMPUTER CLASS

*Dear Parents and Students,*

Welcome back! I am happy to have our students returning to school and a special welcome to the **new** students joining St. Robert Bellarmine. My name is Mrs. Santa Cruz I am the Computer Teacher for grades one through four. I want your child to have a happy and successful year in computer class and I believe that you as parents play a key role. That role is continually show interest in and support for your child. The child who knows that his or her family is interested in and supports the school program will usually have fewer problems in school and will enjoy greater success.

I also believe in fair and consistent discipline that encourages students to be responsible and part of their responsibilities is to bring the required materials to class, getting their lessons done in a timely manner, if homework is assigned turning it in at their next computer class.

I ask that you allow your child to practice using the home computer for half hour each day, especially if your son/daughter is unfamiliar using a computer. It will help your child to become comfortable with navigating the computer systems in school.

I have listed a brief outline for each grade of the programs the students will be using at the beginning of the new school year. The outline below is by grade that also includes a list of supplies required for computer class.

**First Grade-** Will begin the school year with the fundamentals in Language Art, until the students are ready to move forward to a series of ***Jumpstart Reading*** software. The first grade-reading software is the first of four in the ***Jumpstart Reading*** series that the students will work with that will help enrich their skills in reading.

❖ **Supplies: one large roll of paper towel**

❖ **One box of large Kleenex**

**Second Grade-** Will begin with a review in Language Arts and Mathematics. Throughout the year, the students will explore a variety of different ***Language Art*** and ***Math*** simulation needed to improve and enrich their skills in class.

Parents, please help your child practice the multiplications table 1-6 daily and the parts of speech.

❖ **Supplies: one folder with paper, pencil**

❖ **One box of large Kleenex and one large roll of paper towel**

**Third and fourth Grade-** The students in grades three and four will be learning *Microsoft Office* a kid-friendly interface age appropriate. This program introduces using Microsoft Word, Excel, and PowerPoint. It will help incorporate technology skills while enhancing their reading, writing, and math skills as well. The students will be introduced to *Type to Learn Jr.* a software design to teach the students early skills in keyboarding and to type correctly before developing bad habits in typing

Parents, please review the multiplications tables 1-12 daily. The students will be doing math programs that require them to know the multiplications table.

❖ **Supplies: one folder with paper, pencil**

❖ **Girls: unscented wipes**

❖ **Boys: one large roll of paper towel**

I will post updates of the lessons each grade is working with, also if any homework is given I will post the assignments by grade as well on our schools website. Please make it a habit to check the schools' website frequently. I hope that we may work together in providing the best possible educational experience for your child. If you have, any questions or comments please feel free to use my e-mail address: [dsc@strobertbellarmineschool.com](mailto:dsc@strobertbellarmineschool.com) and leave a detailed message and I will e-mail you as soon as possible to discuss your concerns.

Respectfully,

*Mrs. D. Santa Cruz*