

September 2009

Dear Parents and Students,

Welcome back!

I am happy to see all of our returning students and I would like to say a special welcome to the new students joining us at St. Robert Bellarmine School. I hope each of you and your families enjoyed your summer vacation.

I would like to introduce myself to the new parents and students that I have not yet met. My name is Mr. Albert Rosena, and I will be your son/daughter's Computer Teacher for grades 5th through 8th. In addition, I am the school "Dean" and Technology Director/Coordinator.

Throughout the school year, I will be teaching the usage of the computer system and all of the computer system components and functions. I will give a lecture on all of the components and functions. In addition, I will provide all study materials in a PDF, (Portable Document File) that the 6th-8th grade students will be saving to their own personal Flash Drive. All students in 6th-8th grade are required to bring a 1-GB or larger flash drive into each computer class session. This flash drive will be used to save all requested and provided files and all students work files. A copy of all students' files should be saved onto both the hard drive and to the flash drive to eliminate any potential loss of any files. If a student fails to bring their flash drive into class, he/she will be issued written standards at my discretion. All of the students in 6th-8th grade will be tested on their knowledge of all the computer system components and functions after I lecture on each component, and the study material has been read. Each student is responsible for his or her own flash drive and all files stored to that drive. Nothing other than school files that I provide and files that the students have created in my classroom should be stored onto their flash drive. In addition, the students will also be learning throughout the year typing skills and the use of software such as Microsoft Word, Microsoft PowerPoint, Microsoft Publisher and other business related software.

I will be teaching the 5th grade students throughout the year all core subjects such as language, parts of speech, reading, spelling math, science, typing and religion with the aid of a variety of software programs. I teach each subject within the guidelines of our curriculum and try to enrich/enhance their academic skills and challenge their potential.

In the first few weeks to come, I will be going over and reviewing subject lessons that each grade level has already worked with and completed. This gives the returning students the chance to brush up on their skills and be prepared for new lessons. This will also allow me to assess students' needs and abilities.

Each student is required to obtain the following supplies and bring them into computer class each session. **Failure to bring their supplies to class will result in written standards. There is absolutely no borrowing of another student's supplies. All supplies are due no later than: Monday, September 8, ²⁰⁰⁹.**

Supply list for Computer Class for grades 5th, 6th, 7th, & 8th

- 1-Flash Drive at least 1-GB or larger (6th-8th grade only)
- 1- Folder with two pockets, **their first and last name in bold on the front of the folder.**
- 5- Sheets of lined paper
- 5- Sheets of blank paper
- 1- Pencil with their name
- 1- Large pink or white eraser

If possible, one box of tissues and one roll of paper towels at the beginning of year.

I look forward to assisting your child to gain knowledge in academics and in the Catholic faith. If you have any questions or concerns, please drop a note in my mailbox located in the office, and I will be more than happy to meet with you or call you.

Thank you,

Mr. Albert M. Rosena
St. Robert Bellarmine School