



June 16th, 2010

Dear Parents,

It is with a heavy heart that I write this letter. I have tried my best over the last sixteen years to educate the students with skills they will use for a lifetime. Every year I tell the eighth graders that I will not be standing next to them in high school and they will need to fend for themselves. The students know they are not permitted to use the word “can’t” in my classroom. They also know, I would never ask them to do something I haven’t taught them. My job is done when the students don’t need me anymore, when they can stand on their own two feet. Unfortunately, this year I had to work very hard to prepare the kids because they are leaving too soon.

All my kids begin to type in kindergarten and move from sentences to paragraphs in first grade. They know one space goes between words and two between sentences and the shift keys make capital letters. By the time they move onto third grade, they use an advanced word processing program which allows them to change fonts, add pictures, and center titles. Spell check is taught in sixth grade when I can make the students understand that it’s a tool and needs to be used correctly. This means it can only tell you if the words used are spelled correctly not if they are the correct word. PowerPoint is a huge part of 4th and 5th grade. This year, the fourth grade even began animating, something usually put off until 5th or 6th grades. However, it was important to me that I introduced this to them before they left Assumption. Along the way, graphic programs, reinforcement software, spreadsheets, and databases take up much of our time. How to research properly by understanding what is read, rewriting in our own words, and citing sources is very important and if taught correctly from the beginning becomes second nature as the student matures. By the time the students get to 7th and 8th grade they have been well versed not just on programs like Publisher and TimeLiner but on Internet safety as well. The students are taught a healthy respect of the Internet which is important in today’s on-line world. They are taught to be skeptical of what they read on-line. Thanks to Assumption School policy students never had to worry about misinformation or inappropriate websites since our teachers always directed the students to teacher approved sites. I have informed all the students that I will try to maintain the school website, especially the kid’s page, for as long as I can. If they need help with research, cyberbullying or anything else; they can reach me at mmsassumptionschool@yahoo.com. Please feel free to e-mail me if you any help as well. Thank you for the opportunity to teach your children, I will truly miss them, and good luck in the future.

Sincerely,

Ms Sullivan
Assumption School Tech Director (1995-2010)
Class of ‘77