



École Secondaire Hadley Junior High School  
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Dear parents and/or guardians,

I would like to take this moment to welcome you to Hadley Junior High School and introduce myself. My name is Catia Valela and I will be teaching your child in English Language Arts this year. This year marks my 11th year teaching and my 4th year at Hadley Junior High School. I have previously taught in the Lindsay Place Program and at Buckingham Elementary for the WQSB, in the Greater Montreal Area for LBPSB, and The Sacred Heart School of Montreal.

The 2020 academic school year will be a year unlike any other that we have experienced before, however, we have had a great start to the school year already. During these uncertain times, please know that your child's education and overall experience at Hadley is one of my highest priorities. We have an exciting year planned ahead in ELA!

Below you will find a list of recommended supplies for English. Students have already written down these supplies in their agenda, and we ask that they try their best to bring them in to class the week of September 8.

**Supplies needed:**

- Pencils/pens/highlighters/erasers/sharpener
- One 1" binder
- 5 dividers
- Lined paper
- One notebook (non-spiral)
- One novel or nonfiction book for reading. We are encouraging students to bring a novel from home to reduce the amount of sharing between students in class, however, should your child be unable to bring one, we have novels available for them.

**Assignments, assessments and homework policy**

Students will be assessed in English Language Arts on the following three competencies throughout the year:

- Competency 1 (Talk) - this looks like small group discussions, think/pair/share
- Competency 2 (Read) - this looks like a response, reflections, analysis of a novel, literature circle roles
- Competency 3 (Write) - this looks like a narrative, a diary entry, a letter, a piece of non-fiction writing

Students will have several major assignments per term that will cover each competency. Rubrics will be used to assess all competencies, which will be given to the students along with their assignments. To practice their literacy skills, students are encouraged to read 20 minutes daily at home. Please note that all assignments will be completed in class. Students will not have the option to complete work at home unless they are absent for a prolonged period of time.

All information, assignments and notices will be posted in your child's calendar on MS Teams. However, students are encouraged to record all of their work and assigned projects in their school agendas as well. Agendas are an excellent tool to help students stay organized. They are used in all classes and are designed and intended to travel daily between home and school. You can support your child's progress by checking their agendas regularly.

Students who are absent should check MS Teams for the daily agenda and any documents/assignments that have been handed out. These could be found using the following instructions: Files -> Class Materials -> Class Information (for Daily Agenda and Information). For class assignments, please go to Files -> Class Materials -> and the specific assignment folder.

### **Microsoft Teams, Outlook 365 and personal devices**

This year, students will have access to their subject group's Teams, where all important information, documents and assignments will be posted. While parents and guardians do not have their own access to Teams, we encourage you to communicate with your child regarding any important information being posted.

Students will be allowed to use their personal devices in class this year, provided their use is dedicated to learning. Rules and expectations have already been discussed in class with your child regarding the use of personal devices. If a student persists in using their device for something other than school, parents and the administration will be notified. For more information, please see the document "ELA Information" in the Class Materials -> Class Information folder on Teams.

If a student does not have a personal device, or does not feel comfortable using their personal device in class, a paper copy of the assignment or notes will always be available for students. I will be providing written feedback to students on paper when asked/needed, however there may be a delay in this as we are being advised to wait 72 hours prior to touching the students' work.

Should the school need to close due to Covid-19, we will be using Microsoft Teams as the platform for our digital classroom. Our digital classroom adheres to the same expectations as in class. Offensive or inappropriate behaviour may result in communication home and with our administration.

### **Contact information and class information**

I can be reached through the following channels:

- Chat function on MS Teams (students only)
- E-mail: cvalela@wqsb.qc.ca
  - Please note that students are required to use their WQSB e-mail addresses to contact their teacher

Students, parents, and guardians can access class information through the following channels:

- MS Teams (students only)
- Website: msvathadleypwhs.weebly.com
- Instagram: @msvathadleypwhs

I am looking forward to teaching your child this year! If you have any questions or concerns, please do not hesitate to reach out to me.