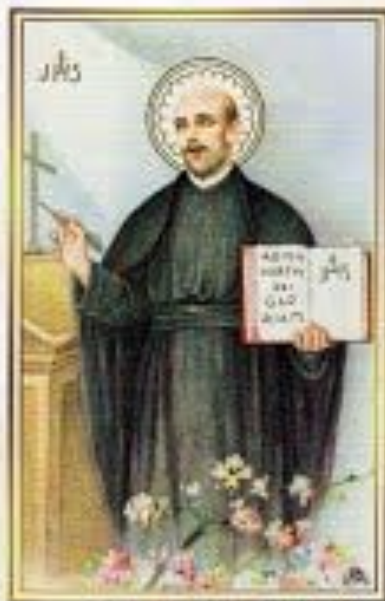




ST. IGNATIUS
OF
LOYOLA
CATHOLIC SECONDARY SCHOOL



September 9, 2020



Prayer
of St. Ignatius Loyola

Dearest Lord,
teach me to be generous; teach me to
serve You as You deserve: to give,
and not count the cost; to fight,
and not to heed the wounds; to toil,
and not to seek for rest; to labor,
and not to ask for reward,
except that knowing
that I am doing
Your Will.

Staff Members

Administration:

- Mr. Wong - Principal
- Mrs. Morrow - Vice Principal (A-L)
- Mrs. Ellison - Vice Principal (M-K)

Guidance Counsellors:

- Mrs. Luis - A-E
- Mrs. Flynn - F-J
- Mrs. Rego - K-Q
- Mrs. Carambia - R-Z

Chaplaincy Leader:

- Mrs. Harkin

Social Worker:

- Ms. Browne

Child & Youth Counsellor (CYC):

- Ms. Lorentz

Student Success Teacher:

- Mrs. Flynn



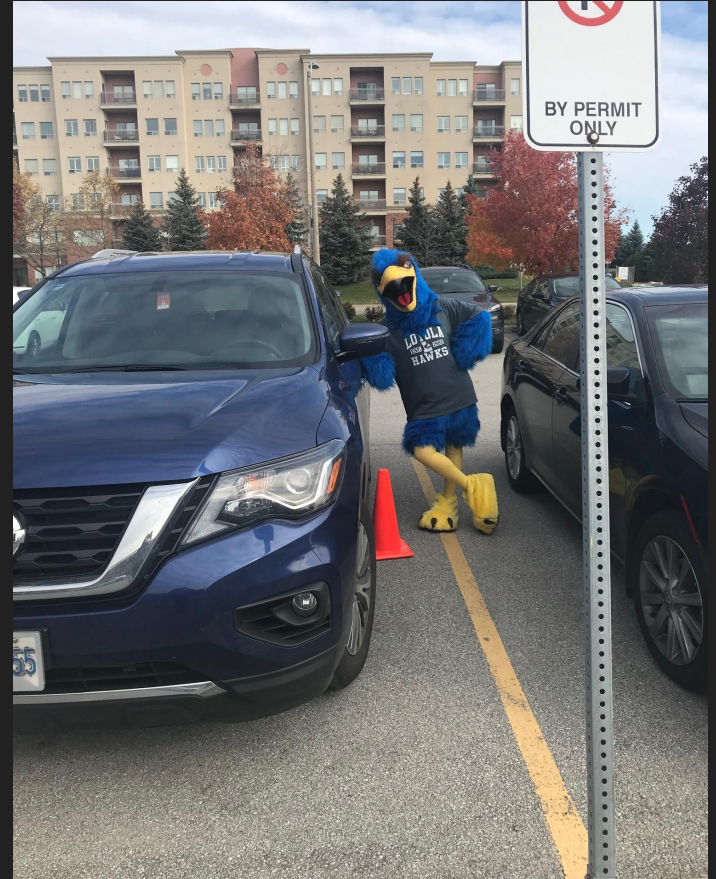
Staff Members

Special Education:

- Mrs. Horvat - Department Head

ESL:

- Mrs. Celestini
- Mrs. Ambroskiewicz
- Ms. Osorio-Gomez



Daily Schedule

Time	Activity
8:10	School Doors Open
8:20 - 11:30	180 Minutes of Synchronous Instruction Includes In-Class Break Time
11:27 - 11:33	Rotating Staggered Student Dismissal
11:33 - 12:30	Student Lunch & Travel Time
12:30 - 1:45	75 Minutes of Virtual Academic Support* *Attendance is Taken Daily
1:45 - 2:30	45 Minutes Virtual Synchronous Instruction* *Attendance is Taken Daily



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ON TIME

IN CLASS

IN UNIFORM



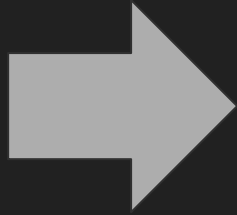
Cohorts

Cohort A	A to K
Cohort B	L to Z
Cohort C	Entirely Online Cohort


- A maximum of 15 students can be in a cohort in the classroom
- Approximately 50 students had to be moved to a different cohort
- Cohorts will be adjusted at each quadmester as courses change



Daily Checklist for Families

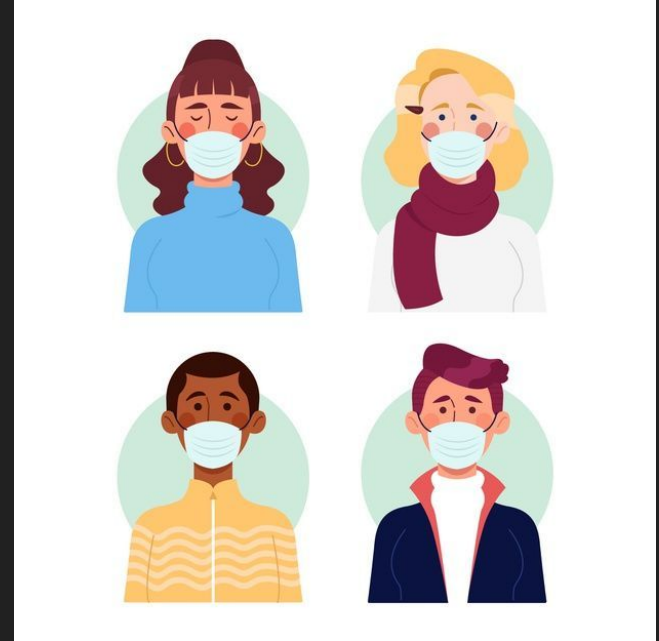


Click on
image for
printable
version.

Every Day Please:	
Complete the Daily Screening Checklist for HCDSB Students . Keep your child(ren) home if they: <ul style="list-style-type: none">• Feel sick or have symptoms of COVID 19• Have been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days• Have returned from travel outside of Canada in the past 14 days	
Have multiple snug and comfortable masks , so you can wash them daily and have back-ups ready. Pack a few masks for each day and a bag for soiled masks to go in during the day. Ensure you wear your mask properly and consistently .	
Review and practice proper hand-washing techniques at home, especially before and after eating, sneezing, coughing and adjusting your mask.	
Pack a water bottle and a litterless, nut-free snack . Garbage will be sent home daily with students to keep our school clean.	
Pack the school supplies that you will need for the day (a binder, paper, pen, pencil, etc.) as students will not be able to share. Only bring what you need for the day as you will not have access to a locker.	
Make sure your contact information is up-to-date at school, including emergency contacts . Pick up your child promptly when they are sick.	
Follow our Loyola protocols for accessing the school as of 8:10 AM and the assigned entry and exit for your classroom. Students will go directly to their classroom when the doors open at 8:10 AM.	
Remember the required physical distancing measures while waiting outside of the school and while in the school. Follow the flow of traffic and directional aids posted throughout the school.	
Be patient and flexible as we adjust to these new measures to keep everyone safe.	

Masks

- All HCDSB students are required to wear a mask while at school and on the school bus
- Masks can be removed when:
 - Participating in a class outside while ensuring a physical distance of 2 meters
 - Sitting at your desk having a drink or snack
 - If you require an accommodation please contact your VP before you arrive at school
- Please review [Halton Region's Tip Sheet](#) for effective mask wearing



Arrival

- Bus transportation starts on Monday, September 14
- Students are encouraged to find alternate transportation methods to get to school - ride, walk, bike, etc.
- Masks are required on all school buses
- A seating chart is required for contact tracing purposes
- Students from the same household must sit together on the bus



Arrival



- The school doors will open at 8:10 AM
 - Students must wait outside before this time
 - Red markers are on the sidewalk around the school - physical distancing is required while waiting
- In inclement weather, the school will open at 8:00 AM
- Students will proceed directly to their class using their assigned entrance
- Students will not have access to lockers
- Students cannot use the washroom until they have signed in with their teacher



Arrival

- To facilitate physical distancing, classrooms have designated entrances and exits
- Please ensure you enter and exit the school according to your designated exit
- The schedule can be accessed on our [school website](#)



Drop-Off & Pick-Ups

- Please review the your [entrance/exit](#) based on the class you are accessing in the building and drop off and pick up as close to that entry/exit as possible
- Parents are asked to refrain from using the laneway along Upper Middle Road
 - This access point is reserved for buses and our Life Skills students



Student Parking

- You must have a parking pass if you are parking your car on school property.
 - Drive safely in parking lot and surrounding areas.
 - Parking is a privilege not a right and can be revoked
- Student parking is in the half of the parking lot by the tech wing and the bridge
- Students parking in the wrong location and/or without the parking pass clearly visible may be ticketed by by-law enforcement and may lead to suspension



Student Belongings

- Students will not have access to lockers
- You will bring your bag in to class with you
- Please only bring materials necessary for your day
 - A binder, paper, writing utensils, calculator, water bottle, peanut-free snack
- Students can bring a laptop if they have one
- Students will need to bring all their own materials - sharing is not permitted



Uniform



- Our [Loyola uniform policy](#) remains consistent from last year
- Students who are physically in the building must be in full uniform at all times
 - Only the Loyola hoodie is permitted
 - Shoes must be black
 - Pants cannot be tucked into socks
 - Hoods must be down
- Students who are participating virtually do not need to be in uniform

Attendance

- The school day runs from 8:20 - 2:30
- You are expected to be in school or online depending upon your cohort and the day's schedule
 - Attendance is taken for all classes, including the academic support provided daily from 12:30-1:45
- If you arrive to school less than 20 minutes late - proceed directly to class
- If you arrive to school 20+ minutes late, proceed to the attendance office
- Attendance, both in person and online will be recorded and monitored by staff and administration



Class Time

- Students are expected to remain in class from their arrival until dismissal
- Breaks will be scheduled by the teacher and take place in the classroom
- A student should only leave the classroom to use the washroom and must complete the tracking log, maintain physical distance, and access the washroom one person at a time



Washroom Procedure

- Students must sign out and in when they use the designated washrooms
- Students must maintain a physical distance of 2 meters while in the hallway
- Only one student will be permitted in the washroom at a time
 - Students will be required to line up outside of the washroom to wait for their turn

Dismissal

- Students will be dismissed according to a rotating schedule at 11:27, 11:30 and 11:33
 - Administration will dismiss classes over the PA system
- Students must immediately board their bus or leave the school
 - Students are not allowed to remain in the school or congregate on school property
 - Physical distancing measures must be adhered to
- Students must exit according to their assigned exit based on their classroom

Virtual Classrooms

- All students will log into [D2L](#) to access their virtual class
 - If a teacher uses Google Classroom or Microsoft Teams, there will be a link within D2L
- Parents- if you need to email your child's teacher, please ensure you use their @hcdsb.org email
 - All staff email contacts can be accessed on our [school website](#)



Code of Conduct

- Please review the [Code of Conduct](#) outlined on our school website
- Students are expected to:
 - Treat other students and school staff with dignity and respect.
 - Represent only themselves online. Students should never pretend to be someone else or allow someone else pretend to be them.
 - Complete all work assigned to the best of their ability while adhering to rules around plagiarism.
 - Always protect their password(s) and schoolwork so others cannot take advantage.
 - Use appropriate and encouraging language when posting opinions, critiquing others and chatting on school platforms.
 - Immediately contact the teacher if they are having issues with class platforms (e.g., password no longer working, difficulty submitting work, concern about cyber-bulling, etc).
 - Notify their teacher should they feel their work has been compromised, copied or used without their permission.
 - Be aware that inappropriate behaviour online could result in disciplinary action as per our Progressive Discipline policy
 - Follow the Ontario Catholic School Graduate Expectations while engaging online

Smoking & Vaping

- Not allowed on school property or at school events
- Not permitted in cars on school property
- Suspensions and potential fines from Halton Region for students who are caught smoking or vaping on school property or who are found in possession of paraphernalia (vape pens, vape juice, e-cigarettes etc.)
 - Possession will be considered the same as drug paraphernalia



Food Allergies/Medical Concerns

- We have students with life threatening allergies to peanuts and other nuts
 - When bringing your in-school snack, ensure that it does not contain any nuts
- Anyone with medical concerns (asthma, diabetes, epilepsy, anaphylaxis) must complete a Student Plan of care
 - Contact your VP if you haven't already submitted your Plan of Care



Emergency Procedures

- Take all drills seriously
- Remain calm and follow the directions of staff
- Remain silent
- If out of the classroom seek shelter in a nearby classroom or remain out of sight
- Turn off all electronic devices, the school will notify parents



Visitor Procedure

- To limit the spread of COVID-19 visitor access will be limited
- All visitors, including parents will require approval and pre-screening before entering our building
- Our Administrative Offices remain closed to the public without confirmed visitor appointments



Electronic Devices

- Electronic devices can only be used in the classroom for educational purposes and under the discretion of the teacher
- The school is not responsible for lost or stolen devices
- Inappropriate use of electronic devices may result in confiscation, detention and/or suspension



Electronic Devices

- Students are not allowed to record anything or anyone in the school without specific teacher permission
- Students are not allowed to take photos of staff or students without their knowledge or consent
- Students who take photos or video at school of other students or staff members without their consent will face consequences including suspension



Academic Dishonesty

- It is the responsibility of students to be academically honest in all aspects of their schoolwork so that the marks they receive are a true reflection of their own achievement.
- Academic dishonesty is a serious offense and it is imperative that students understand what it entails and its potential consequences
- Review Loyola's policy on [Academic Dishonesty](#)

Preventing academic dishonesty is a shared responsibility that requires



Late & Missing Assignments & Missed Assessments Procedure

- At St. Ignatius of Loyola Catholic Secondary School, our expectation is that all assignments are submitted on time and completed to your best ability. When assignments are not submitted on time, the following steps will be put into place:
 - Teacher and Student will establish a late contract; the assignment may change.
 - The late contract will be reviewed with the teacher & student – both will sign.
 - A copy of the contract will be emailed to the student, parents and administrators.
 - If the contract is not fulfilled, a mark of zero may be issued.

- At St. Ignatius of Loyola CSS, our expectation is that students are present, prepared and on time for tests, labs and presentations. If a student misses a test, presentation, or lab, the following will be put into place:
 - Teacher and Student will agree on the new date for the missed assessment. If the student does not meet the new deadline, a mark of zero may be issued.
 - The following process will be implemented and tracked by administration. These instances are not per class.

<p>First Missed Performance Task</p>	<p>The student will be given the opportunity to write an alternative task on the date of return or at the teacher's discretion.</p>
<p>Second Missed Performance Task</p>	<p>The student will be sent to see the Vice-Principal; contact home will be made, a doctor's note will be required for additional missed performance tasks. The student will complete the task at a time and place determined by administration.</p>
<p>Third Missed Performance Task</p>	<p>The student will be sent to see the Vice Principal, contact home will be made, a doctor's note is required for the student to complete the outstanding performance task.</p>

Respect For All Staff

- Teachers, secretaries, custodians, commissionaires, support staff, cafeteria staff and school bus drivers provide a variety of valuable services for students. Students are expected to be respectful to all staff and to follow their direction at all times.
- Students not following the direction of staff will face consequences



Bullying

- Will not be tolerated in any form:
 - Verbal, physical or electronic
 - Consequences including suspension
 - Remember that Social Media posts are PUBLIC
- Please report all concerns to a staff member

ST. IGNATIUS OF LOYOLA
BULLYING PREVENTION PLEDGE



"ACT AS IF EVERYTHING DEPENDED ON YOU;
TRUST AS IF EVERYTHING DEPENDED ON GOD."
SAINT IGNATIUS OF LOYOLA

*"I BELIEVE THAT EVERYONE HAS THE RIGHT TO BELONG TO A COMMUNITY WHERE
THEY FEEL SAFE AND ARE TREATED WITH DIGNITY, EQUITY AND RESPECT."*

DIGNITY

- INCLUDE ALL PEOPLE AS WE ARE CREATED IN THE IMAGE AND LIKENESS OF GOD
- ACCEPT AND EMBRACE EVERYONE'S DIFFERENCES AND UNIQUE GIFTS

● WELCOME ALL PEOPLE TO OUR SCHOOL COMMUNITY
● STAND UP FOR WHAT IS RIGHT
● BE OF SERVICE AND HELP OTHERS AND MY SCHOOL COMMUNITY

EQUITY

● RESPECT ALL PEOPLE
● RESPECT THE FEELINGS AND OPINIONS OF OTHERS
● RESPECT SCHOOL PROPERTY

RESPECT



I PLEDGE TO BE AN UPSTANDER AND WILL REPORT INSTANCES OF BULLYING. I WILL STAND UP TO ENSURE NO ONE EXPERIENCES HARASSMENT, CYBERBULLYING, RACISM OR EXCLUSION.

Mental Health Supports & Resources

- We have the support of a Child & Youth Counsellor (CYC) and Social Worker at Loyola
 - Speak to your teacher, Guidance Counsellor or VP if you would like some support
- Loyola Wellness Council has a Google classroom with resources
 - Use class code gyzrbpx
- Be kind to yourself! This is new to everyone and we are all doing the best we can.



We're Here to Help

When In Doubt....Ask for Help

- We know that this year is different
- There are lots of people in the building that are happy to help
- Our Loyola website is a great resource if you have questions or need information
- Check out our [Loyola Policies & Procedures At-A-Glance](#) for quick info
- Together, we can do great things this year!





B

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ON TIME

IN CLASS

IN UNIFORM



Follow Loyola on Social Media

[@loyolahawksoak](#)

