

Good Afternoon Loyola Families,

Thank you for another great week! We look forward to welcoming our cohort A and B students back into the building on Monday. As we prepare for next week we wanted to send a few reminders and updates to ensure that everyone is safe.

### **Daily Self Screening & Confirmation:**

All students who are entering the building need to complete a [daily self screening](#). The Ministry and Public Health are now requiring that all students provide confirmation of completion of the screening on a daily basis, **before entering the building**. Please refer to the [Student Daily School Access Procedure](#) regarding what is required each morning.

### **School Entry:**

Students are reminded that the doors to the school will not open until 8:10 AM. Students are required to line up outside according to their assigned exit while ensuring physical distancing. Students are reminded that **masks must be worn while on school property- inside and outside**.

### **Class Entrances & Exits:**

Students are reminded that they must enter and exit the school according to their assigned locations. Please review the [Entry/Exit Map](#) and enter accordingly.

### **Mask Wearing:**

Students must wear a mask while on school property. This includes inside and outside of the building when physical distancing cannot be maintained. Masks must be worn properly according to Public Health guidelines. Please see this [guide from Public Health](#) for directions. If students require a replacement mask, please speak with your teacher.

### **Quad 3 Schedule:**

The [daily schedule](#) has been posted on our Loyola website. Please review it to ensure you are in class on time.

### **Cohorts:**

Please log into [SIS](#) to review your cohort. Unless you have been contacted by the office or spoken with a VP **for this quad** you are in your assigned alpha cohort. **Cohort A-** A-K, **Cohort B-** L-Z

### **Updating Contact Information:**

One of the main ways that staff communicate with parents is via email. Please log into SIS to ensure your contact information and email address is correct to receive important information from the school and to ensure emergency contacts are listed. If your contact information needs to be updated please reach out to Mrs. Bartucci at [bartuccil@hcdsb.org](mailto:bartuccil@hcdsb.org).

### **Uniforms:**

Students attending school in person are expected to be in full uniform at all times. Please review our [uniform policy](#) if you are unsure about what you should be wearing. If your family is in financial need and needs support with uniform items, please reach out to Mrs. Morrow at [morrowa@hcdsb.org](mailto:morrowa@hcdsb.org). As of February 1, our new uniform supplier is McCarthy's. Please see our [school website](#) for more information about ordering uniforms.

### **Washroom Access:**

Students are reminded that only two students are permitted in the washroom at any time. Students must also complete the QR code form on the washroom door and in each classroom to document the time they accessed the washroom. This practice is necessary for contact tracing purposes.

### **Dismissal:**

Students will be dismissed over the PA system in groups to avoid congestion in the hallways. Students are reminded that they must immediately leave school property when dismissed. Students are not allowed to congregate in the halls, outside the school or near the school buses. For everyone's safety and to maintain cohorts, students need to ensure they are physically distanced and leave school property promptly when dismissed.

### **Attendance:**

Accurate attendance records are imperative to ensure student safety and provide Public Health with necessary information for contact tracing. Please review the three ways to report a student absence on our [school website](#). Absence calls go home at 9:00 and 5:30 PM. If the absence is not verified by a parent or guardian, a follow-up email goes home the next day. Please ensure you are responding to the contacts regarding absences and lates to ensure our records are accurate and our students are safe.

### **Textbook Return:**

Information about the textbook return process will be sent to families over the weekend. No textbooks are to be returned on Monday.

### **Quad 2 Marks:**

Quad 2 marks will be available on SIS on Friday February 12 at 2:30. Please ensure you connect with your teachers if you have any questions about your marks.

We look forward to welcoming our students back to school in person on Monday and know that they will continue to follow the procedures and expectations in place to ensure everyone's safety. If you have any questions please do not hesitate to reach out.

Sincere thanks,

Loyola Administration

<p>Josie Halycz Principal <a href="mailto:halycz@hcdsb.org">halycz@hcdsb.org</a></p>	<p>Amanda Morrow Vice Principal <b>(A-L)</b> <a href="mailto:morrowa@hcdsb.org">morrowa@hcdsb.org</a></p>	<p>Patrick Busby Vice Principal <b>(M-Z)</b> <a href="mailto:busbyp@hcdsb.org">busbyp@hcdsb.org</a></p>
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