



ST. IGNATIUS  
OF  
**LOYOLA**  
CATHOLIC SECONDARY SCHOOL



# Student Handbook

CLICK HERE TO  
GET STARTED



# LOYOLA SCHOOL PRAYER

## *Prayer for Generosity*

ST. IGNATIUS OF LOYOLA

*Lord,  
teach me to be generous.  
Teach me to serve you  
as you deserve;  
to give and  
not to 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,  
save that of knowing  
that I do your will.*

saltandlighttv.org f i t



## Welcome!

On behalf of the Loyola staff, I would like to welcome YOU to the Hawk Family. As a student, YOU are the focal point of Catholic Education and we are committed to working together to ensure your success. Every Loyola Catholic Secondary School student is encouraged to work and learn and grow to their maximum potential.

St. Ignatius of Loyola Secondary School is dedicated to academic excellence, the development of each individual's interests and talents, and the nurturing of the Catholic Faith. Learning is a co-operative endeavour shared amongst teachers, students, and parents. Students are taught to think critically, work independently, communicate effectively, and show respect for themselves, for others, and for the environment.

By accepting the challenge of education now, you will be prepared to meet the future with faith, confidence, and a strong sense of your own self-worth. The staff of Loyola Catholic Secondary School, in partnership with home and church, is dedicated to helping you respond to this challenge by encouraging you to discover and own the strengths and talents inherent in each and every one of you.

Loyola is an incredible community, and we are so excited for you to join us as you start your secondary journey!

We understand that that these are unprecedented times. Please know that we are here to support you be successful and help you be your very best self. If you need anything at all, reach out. We are here for you and we are committed to making this year a GREAT one despite the circumstances.

Mrs. Halycz, Principal, St. Ignatius of Loyola Catholic Secondary School

## Welcome to Loyola!

This is a weird welcome letter for me! As I begin my 33rd year of ministry and Chaplaincy in September, I have been newly appointed as your Chaplain for the next few years!

So, the weird things is...I am welcoming you to a great school that I am just getting to know myself! I have been in the school for a chunk of August getting things ready for you and myself. I can honestly tell you that everyone I have met since unpacking here in August, have been nothing short of super welcoming and they are all such kind people! There have been lots of smiles and super warm welcomes...I am sure it will be that same for you!!

### Please note:

I will be as lost as you are on your first day! 😬 I will have to find classrooms and washrooms, the library and the staircases that lead to the top floor! So if you are brand new to Loyola and you are having those stressful 'high school' dreams...yeah, that's me too! It's ok - we will all get through this together! It is just a life reminder that you always start at the bottom (think kindergarten) and work your way to the top (think grade 8) and then you start all over again (think grade 9 or this new school for you in other grades!)

Be humble. Be honest. Ask for directions (maybe just not from me!). 😊 Let us help you feel at home here at Loyola.

Loyola has a huge reputation for a great sense of community, and a vibrant faith life. It's a really inclusive and supportive place for every teenager, no matter where you come from or what you believe. The academics are amazing here! The extra-curricular activities are many! The clubs are numerous! The staff is very dedicated and supportive.

I am a full time Chaplain so, I do not teach any classes, so I am 100% here for you and your family and the staff at Loyola! If there is anything I can do, please stop by, leave a note, have a teacher or friend contact me...I will do everything I can do to help and get you on your way to becoming the best person you can possibly be!

As we still work through this pandemic, I trust that God will get us through, no matter what the future brings!

Welcome to Loyola! Welcome back to Loyola! Go! Hawks! Go!

Chaplain Wayne



A Discerning Believer



A Self-Directed,  
Responsible, Lifelong  
Learner



A Reflective, Creative  
and Holistic Thinker



An Effective  
Communicator

**St. Ignatius of Loyola Catholic Secondary School strives to nurture the development of the whole student - mind, body and spirit. At the core of all of our teachings is the Ontario Catholic School Graduate Expectations as we encourage and nourish our students to be: discerning believers, effective communicators, collaborative contributors, self-directed, responsible lifelong learners, caring family members and responsible citizens.**



A Collaborative  
Contributor



A Caring Family  
Member



A Responsible Citizen

# Important School Information

The Loyola School Website:  
<https://secondary.hcdsb.org/loyola/>



Twitter: @LoyolaHawksOak



Instagram: @loyolahawksoak



How to report a student absence



Pay for an item with School Cash Online



Student Online Access



Search our School Library

Click icons above to access the links

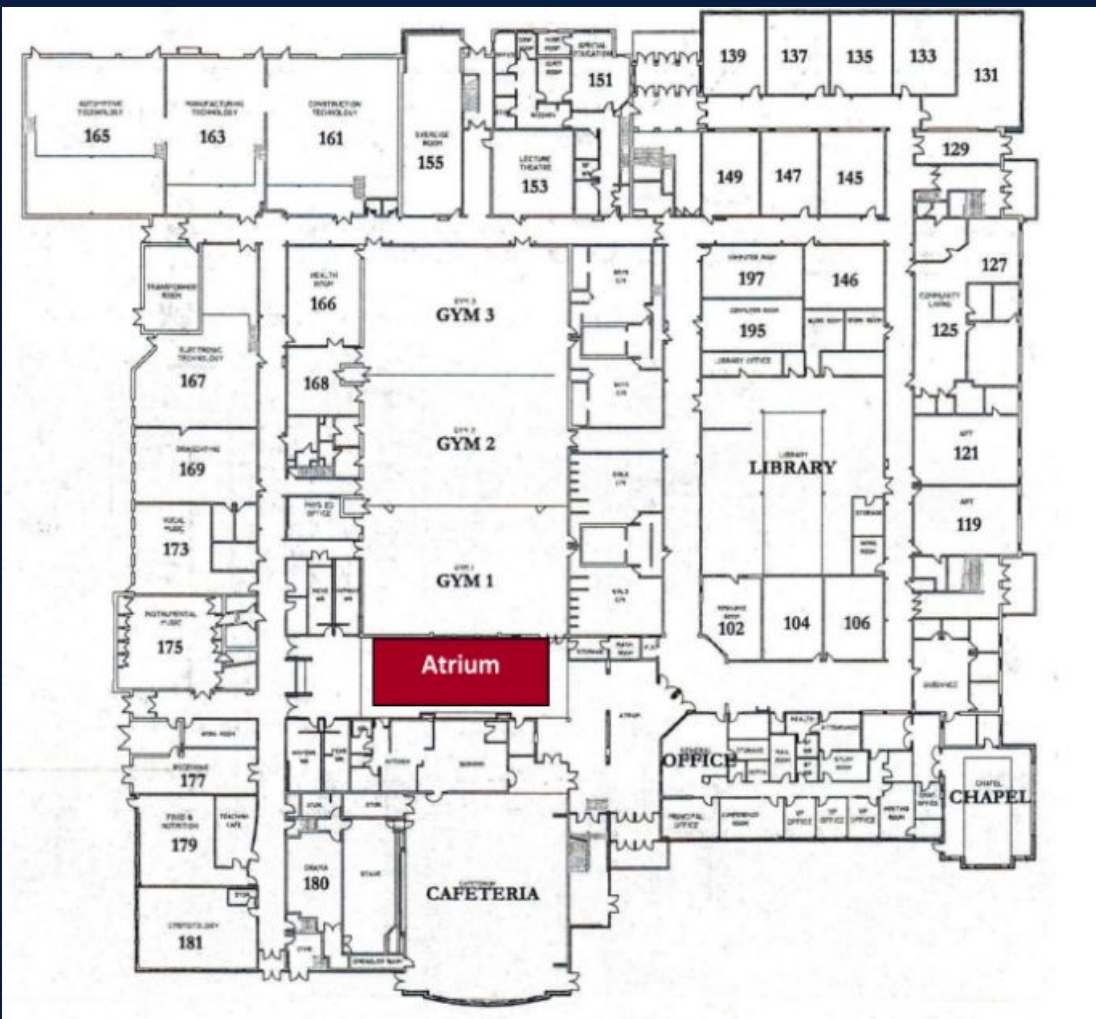
## Daily Schedule By Grade

Transit Time	Period 1
Lunch*	Period 2

Grade 9	Grade 10	Grade 11	Grade 12
Warning Bell, Anthem, Morning Prayer and Announcements 8:20 - 8:30			
8:30 - 11:00			
Period 1			
11:00 - 11:05			
Transition Time Between Classes			
11:05 - 11:55 Period 2	11:05 - 12:45 Period 2	11:05 - 11:45 LUNCH A	11:05 - 1:35 Period 2
11:55 - 12:35 LUNCH B	12:45 - 1:25 LUNCH C	11:45 - 2:15 Period 2	1:35 - 2:15 LUNCH D
12:35 - 2:15 Period 2	1:25 - 2:15 Period 2		
2:15 - 2:20 - Staggered Dismissal by Grade			

\* Based on the grade level of the period 2 course.

# First Floor

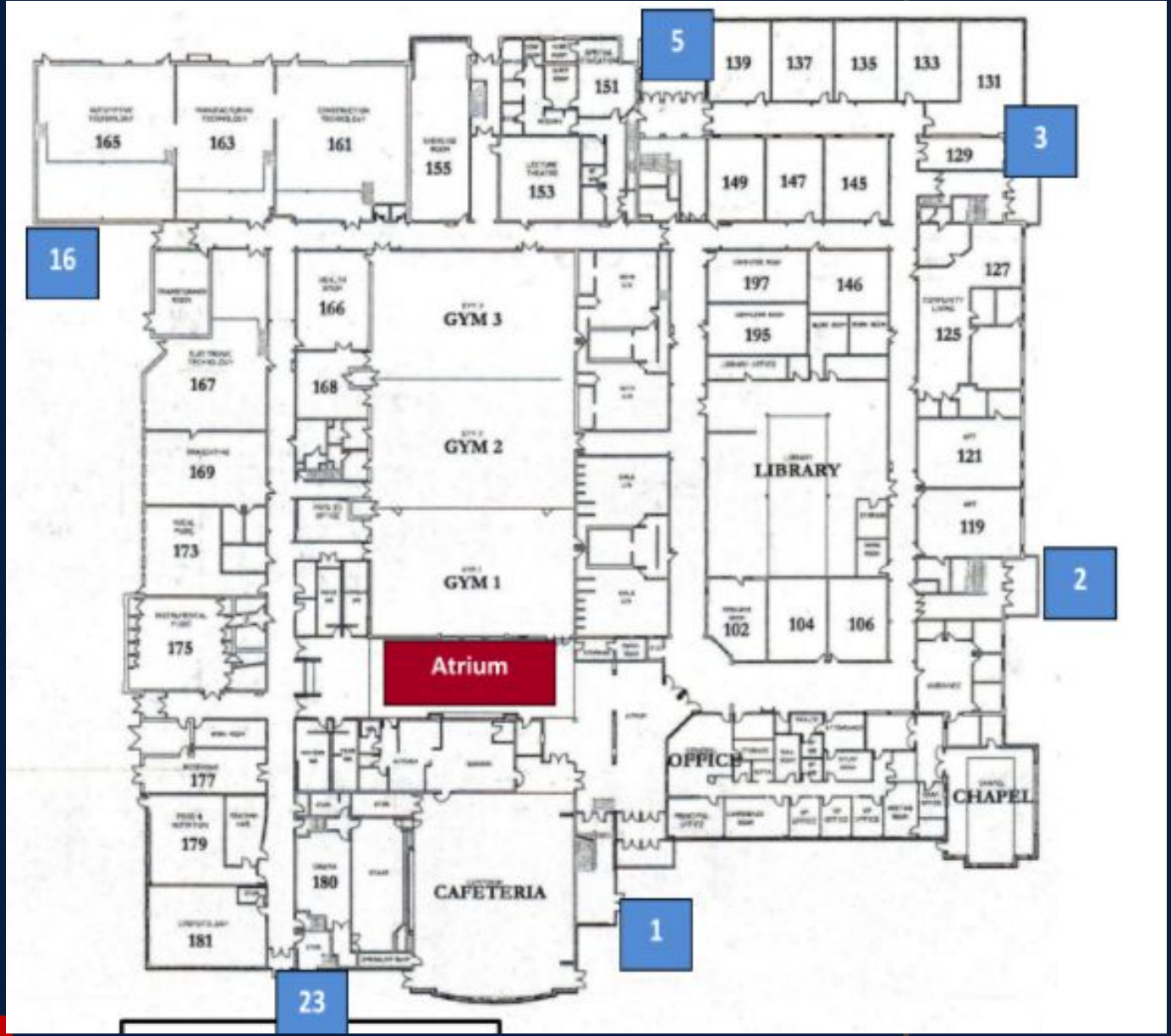


# Second Floor

# Entry & Exit

- 1- Main Entrance at the front of the school
- 23-Entrance by cosmo and drama classes
- 16- Entrance by the tech classes
- 5- Entrance by the football field at the back of the school
- 3- Entrance by the Life Skills class
- 2- Entrance by Student Services

[Link to PDF document on our school website](#)



## Points of Contact

Starting high school is such an exciting and important milestone in YOUR life. As students, you need to know that you have a lot of people in the school to help support you, guide you and assist you in being your very best self. It is important to know that you are never alone on your high school journey. Within our school, there are a number of supports that are available to students to support academic, social and emotional student success. Please note, that every student is assigned a guidance counsellor and administrator who are available to address concerns and provide assistance.

**Administrators (Principals and Vice-Principals)** are responsible for ensuring safe and secure schools. They are available to assist students and parents with regards to school policies and school related problems.

**Classroom Teachers** provide academic instruction and support a student’s daily learning experiences and are available to assist students needing extra help. Classroom teachers are an excellent first point of contact if you have questions or concerns.

**Custodians** can help you navigate your way to your locker or around the school. They also keep the school clean and functioning.

**Educational Assistants (EA)** provide one-to one support and academic assistance in the classroom and school community.

**ELL teachers** are available to provide English help to International Students and English Language learners throughout the duration of their stay in

secondary school.

- → **Guidance Counsellors** are available to help students with planning their educational pathways, personal career plans and course selections. They are also available to assist students with personal concerns and can refer students to other professionals for specific assistance, if need be.
- → **Librarian** assists students, staff and parents with developing information literacy skills and research skills.
- → **School Chaplain** promotes the spiritual and human development of all members of our school community. Chaplain offers support and guidance with regards to school concerns and personal problems
- → **Secretaries** help with making appointments with administration and guidance counsellors. They also help with implementation of school procedures (lates, absences, communications)
- → **Social Worker & Child/Youth Counsellor** provide individual support and services to students with personal concerns that require professional guidance and support
- → **Special Education Teachers** monitor and assist students who have an Individual Education Plan (IEP). Students, parents and the Special Education teacher will collaborate with classroom teachers and other school staff to support a student’s individual learning needs.
- → **Student Success Teachers** are an additional support to students who might be struggling at school. They work with students to help them be more successful in achieving their educational goals to ensure students earn the credits necessary to graduate.

# SCHOOL ADMINISTRATORS



**Mrs. Halycz (She/Her)**  
School Principal



**Mrs. A. Morrow (She/Her)**  
Vice Principal (A-L)



**Mr. Busby (He/Him)**  
Vice Principal (N-Z)

# SCHOOL GUIDANCE COUNSELORS



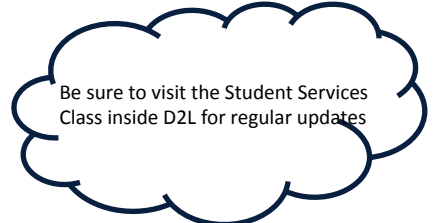
**Mrs. N. Luis**  
Last Names Beginning A-E



**Mrs. T. Flynn**  
Last Names Beginning F-Mc



**Mrs. K. Sotiropoulos**  
Last Names Beginning Me-O



Be sure to visit the Student Services Class inside D2L for regular updates

To schedule a virtual appointment with your Guidance Counsellor, please the booking link on the Student Services [D2L](#) page.



**Mrs. Rego, Department Head**  
Last Names Beginning P-Z

## CHAPLAINCY LEADER

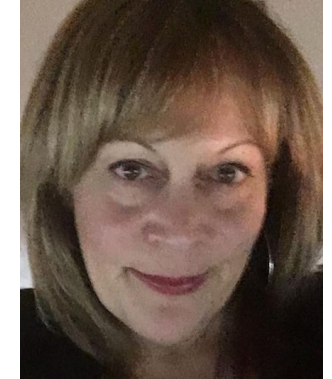


**Chaplain Wayne**

## CYC

### Ms. Teresa Lorentz

Child and Youth Counsellor



- Loyola values and supports the whole child
- Supporting student success and emotional and social wellbeing



## SW

### Ms. Marissa Starling

Social Worker & Attendance Counsellor



- Individual and parent/guardian assessment and support for tier two and three mental health referrals as well as attendance referrals.



# ESL Department



**Mrs. Ambroszkiewicz**



**Mrs. Kiervin**



**Ms. Osorio-Gomez**

Visit room 247 for ESL supports.

# SPECIAL EDUCATION DEPARTMENT

SERT		SERT	
Mrs. Condello, Life Skills SERT		Mr. Roynon, SERT	
Mrs. Horvat, Department Head		Mrs. Salamun, SERT	
Ms. Mackie, SERT		Mr. Solimine, Life Skills SERT	

Visit the Resource Room in room 151.

# Loyola Hawkeye Mentorship Program



## Support Team

Staff Mentor

Ambassador Captain  
(Grade 12)

Hawkeye Mentor  
Captain (Grade 12)

Ambassador (Grade  
11)

Hawkeye Mentor  
(Grade 11)

Mentee  
Grade 9 & 10

- Additional Supports:
- Administration
  - Guidance Counsellors
  - Student Success Teachers
  - CYC, SW, SERTs

*Hawks fly Together*

# PowerSchool SIS – Accessing your schedule and records

PowerSchool SIS

**Parent Sign In**

Sign In Create Account

Username

Password

Forgot Username or Password?

Sign In

**Student Sign In**

Students - Click the button to sign in. You will be redirected to the Student sign in page.

**Student Sign In**

<https://hcdsb.powerschool.com/public/>



# Hank the Hawk



# Student Online Access



## What is D2L?

- D2L (Desire 2 Learn) is a learning management system where students can access class notes and submit work
- There are compatible features with Google Apps for Education and Office 365
- This will give students access to MyBluePrint

## How to access D2L?

- <https://hcdsb.elearningontario.ca/d2l/home>
- Your login is: **firstname[dot]lastname[dot]3digitsassigned@students.hcdsb.org** [You can get this from any teacher or staff member] ie. Your password is the same password you enter for your school account

**Example:** [jane.doe.123@students.hcdsb.org](mailto:jane.doe.123@students.hcdsb.org)

## What is Loyola Microsoft Office 365?

- All Loyola students can access the Microsoft Office Suite via the cloud.
- There are word processor, spreadsheet and presentation tools
- There is online storage of files that can be accessed anywhere any time.

## How do I access my Loyola Microsoft Office 365 Account?

Quick link: <http://office365.hcdsb.org>

- Your Login is **firstname[dot]lastname[dot]3digitsassigned@students.hcdsb.org** [You can get this from any teacher or staff member]
- Your password is the same password you enter for your school account

**Example:** [jane.doe.123@students.hcdsb.org](mailto:jane.doe.123@students.hcdsb.org)



# Student Online Access



## What is Loyola Google Apps?

- Every teacher and student has a free Loyola Google account
- There are free word processor, spreadsheet and presentation tools
- There is free online storage of files that can be accessed anywhere, any time.
- You can use Blogger or create websites for presentations.

## How do I access my Loyola Google Account?

1. Go to a school computer at Loyola and login
2. Press Ctrl + Alt + Del, and select change password (This new password is the password you'll use for school computers and your Loyola Google Apps account) – Only have to do this step on the first login.
3. Quick link: [www.google.ca](http://www.google.ca)
4. Your Login is **firstname[dot]lastname[dot]3digitsassigned@loyola.hcdsb.org** [You can get this from any teacher or staff member]
5. Your password is the same password you enter for your school account

**Google Example:** [jane.doe.123@loyola.hcdsb.org](mailto:jane.doe.123@loyola.hcdsb.org)

## Library

The Loyola Library is **OPEN** this year. We welcome Mr. Hodges as our new Librarian.

Loyola Library webpage for their research and information needs. Go to:

Loyola website □ Students □ Library Services

<https://hcdsb.insigniaails.com/LibrarySSO/Home?LibraryID=lyla>

\*\* You must **login** to access online resources/databases using your **firstname.lastname.3digits@students.hcdsb.org** email and **current password**.

**Example: jane.doe.123@students.hcdsb.org**



## What you will find if you access the Loyola Library online:

**Gale** -- a database to access published articles in thousands of magazines, academic journals and newspapers. Also, in Gale are critical essays, primary sources, biographies and books. *Please use the Loyola Library webpage.*

**Ebscohost** -- a database to access thousands of published articles in news sources, magazines and journals. There is strong Canadian content and current event coverage. *Please use the Loyola Library webpage.*

**Library Catalogue** – many current and relevant books covering a wide range of topics such as, health, biology, history, geography, current events, science, sociology, psychology, religion, etc. *Please use the Loyola Library webpage.*

If you need—

- ✓ research assistance for any project/paper
- ✓ help with documenting your sources (MLA, APA, Chicago) to avoid plagiarism
- ✓ your computer account fixed/re-set
- ✓ a book for reading or research

Please email **Mr. Hodges, Librarian, hodgesc@hcdsb.org**

## Learning Skills are a Critical Component to Student Success!

### Responsibility

- The student:
  - fulfills responsibilities and commitments within the learning environment;
  - completes and submits class work, homework, and assignments according to agreed-upon timelines;
  - takes responsibility for and manages own behaviour

### Independent Work

- The student:
  - independently monitors, assesses and revises plans to complete tasks and meet goals;
  - uses class time appropriately to complete tasks;
  - follows instructions with minimal supervision

### Organization

- The student:
  - devises and follows a plan and process for completing work and tasks;
  - establishes priorities and manages time to complete tasks and achieve goals;
  - identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.

*“Learning how to learn is one of the most important skills in life.”*

- Norma Fauziyah

### Collaboration

- The student:
  - accepts various roles and an equitable share of work in a group;
  - responds positively to the ideas, opinions, values and traditions of others;
  - builds healthy peer-to-peer relationships through personal and media-assisted interactions;
  - works with others to resolve conflicts and build consensus to achieve group goals;
  - shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.

### Self Regulation

- The student:
  - sets own individual goals and monitors progress towards achieving them;
  - seeks clarification or assistance when needed;
  - assesses and reflects critically on own strengths, needs, and interests;
  - identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals;
  - perseveres and makes an effort when responding to challenges.

### Initiative

- The student:
  - looks for and acts on new ideas and opportunities for learning;
  - demonstrates the capacity for innovation and a willingness to take risks;
  - demonstrates curiosity and interest in learning;
  - approaches new tasks with a positive attitude;
  - recognizes and advocates appropriately for the rights of self and others.

## Academic Support Online Resources



### TVO

More than 10,000 articles, videos, and games from TVO current affairs, documentaries and TVOKids.

### TVO ILC

TVO ILC invites students to join the free online TVO ILC Open House, where they can keep up with their studies or deepen their understanding through an open preview of all 144 Grade 9 to 12 courses.

### GALE

Integrating reference content, biographies, primary sources, multimedia, critical essays, news, academic journals and more for research purposes. GALE is accessible via our school library site.

### EBSCOhost

A powerful online reference system accessible via our school library site. It provides a variety of full text databases with leading published research worldwide.

## Academic Support Online Resources

### Mathies

The mathies.ca website houses Ontario Ministry of Education developed resources to support mathematics learning from Kindergarten to Grade 12.

### TVO Mathify

Free, one-on-one online support provided by Ontario Certified Teachers is available to help students improve their math skills. Now accessible from Monday to Friday, 9 a.m. to 9 p.m., and Sunday from 3:30 p.m. to 9 p.m. Build math understanding and confidence with the help of a math tutor!

### University of Waterloo Centre for Education in Mathematics

A rich resource that provides a multitude of choice including problem of the week, interactive activities, and enrichment challenges.

### OERB

The Ontario Education Resource Bank (OERB) offers a number of digital activities and interactive learning resources Kindergarten to Grade 12 for publicly funded schools.

Username: Haltonrcstudent  
Pasword: oerbs

## Ontario Secondary School Diploma Academic Planner

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5 (optional)
1	RELIGION	RELIGION	RELIGION	RELIGION	
2	ENGLISH	ENGLISH	ENGLISH	ENGLISH	
3	MATHEMATICS	MATHEMATICS	MATHEMATICS		
4	SCIENCE	SCIENCE			
5	GEOGRAPHY	HISTORY			
6	FRENCH	CIVICS/CAREERS			
7					
8					
	TOTAL = 8	TOTAL = 8	TOTAL = 8	TOTAL =	TOTAL = 30

In addition to the above, the following compulsory requirements must be taken in order to receive an Ontario Secondary School Diploma:

- 1 Art
- 1 Health and Physical Education
- 1 of English additional language, Social Science or Canadian & World Studies or Career Education or Co-op Education
- 1 of Health and Physical Education, Music, Art, Drama, Dance or Business/Entrepreneurial Studies or Co-op Education
- 1 of Science (Grade 11 or 12) or Technology or Co-op Education

## The 4 Steps Inquiry Model and Pathways Planning



**IMPORTANT:** The number one question to ask as you plan your pathways is **WHO AM I** – what are my strengths? What am I passionate about? Very rarely are you bad at something you love simply because you put in the work to be better. Why? Because it doesn't FEEL like work when you are doing it!



As part of the diploma requirements, students must complete a **minimum of 40 hours** of Community involvement activities. These activities may be completed at any time during their years in the secondary school program.

The community involvement requirement is designed to encourage students to develop awareness and understanding of their civic responsibility and the role they play in supporting and strengthening their community. The requirement will benefit communities, but its primary purpose is to contribute to students' development. It will provide opportunities for students to learn about the contributions they can make to the community.

Please visit our [Loyola website](#) for more information on selecting eligible activities and the required pre-approval form.

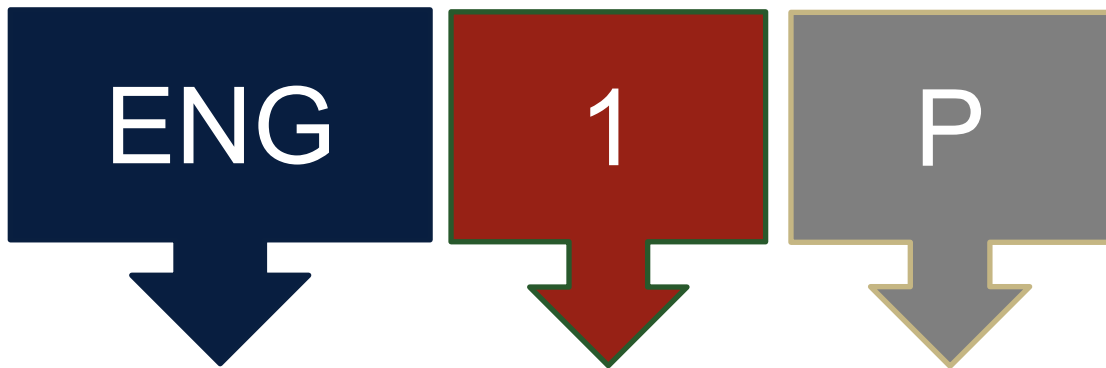
- Students will be able to start accumulating community involvement hours in the **summer** before they enter grade 9 and must complete the 40 required hours before they graduate
- There are many opportunities to volunteer both inside and outside of the school community.
- For volunteer opportunities in your area visit [The Halton Social Planning Council and Volunteer Centre](#) or the [Halton Community Service Directory](#).



# Understanding Course Codes

The first five characters of the course code indicate the subject, grade level, and course type. They are based on the Common Course Codes used in all secondary schools in Ontario.

## How to Decipher a Course Code (example: ENG1P)



The first three letters identify the subject with the first letter represents the course's department are:

- A = Arts
- B = Business
- C = Canadian and World Studies
- E = English
- F = French
- G = Guidance and Career Education
- H = Humanities and Social Sciences
- K = Alternative, Non-Credit Courses
- L = International Languages
- M = Mathematics
- P = Physical Education
- S = Sciences
- T = Technology

The number represents the GRADE as follows:

- 1 = Grade 9
- 2 = Grade 10
- 3 = Grade 11
- 4 = Grade 12

This letter identifies the course type:

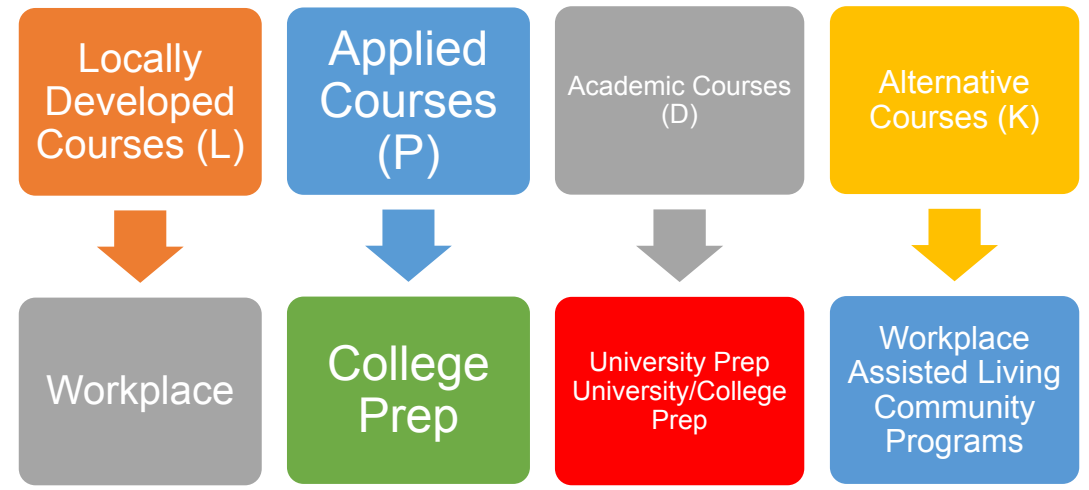
**Grade 9/10**

- D = Academic
- P = Applied
- L = Locally Developed
- O = Open

**Grade 11/12**

- E = Essential
- U = University
- C = College
- M = University / College
- O = Open

# General Pathways

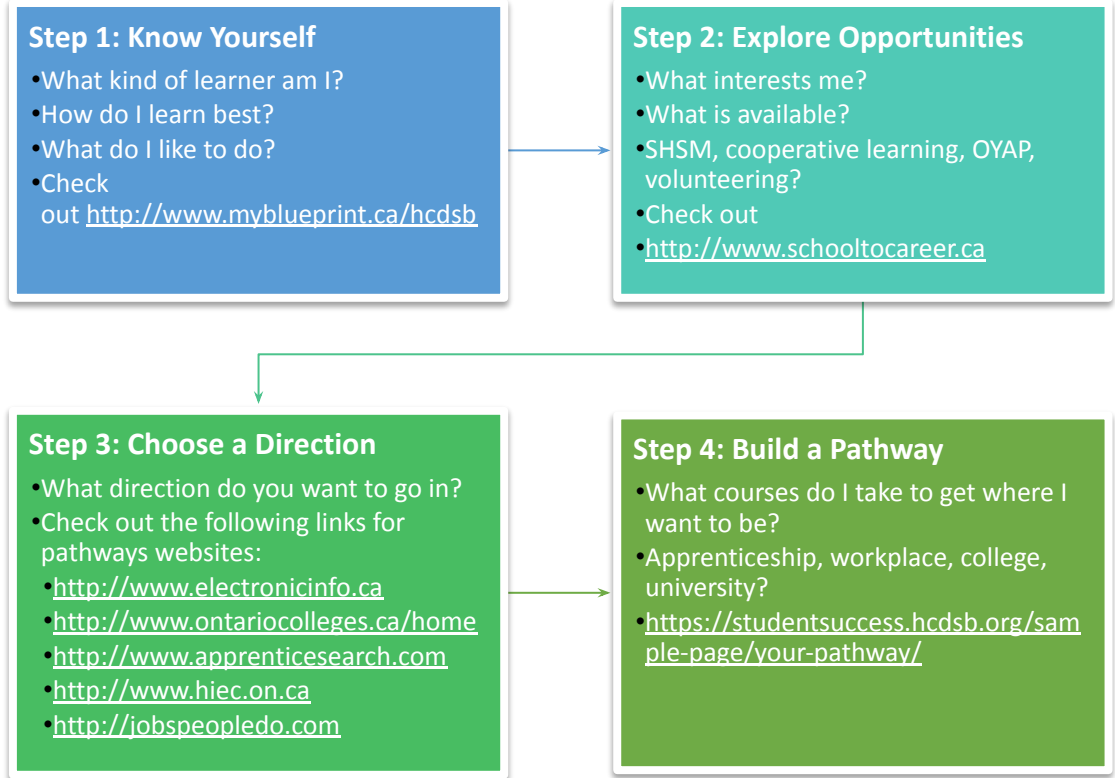




- Universities offer degree and honour degree programs.
- Colleges offer certificate, diploma advanced diploma and degree programs.
- All degree programs require ENG4U and 5 other 4U or 4M credits (including the prerequisites for that program).
- Use OUInfo and myBlueprint to check University program prerequisites. <http://www.ontariouniversitiesinfo.ca>
- Use OCAS and myBlueprint to check College program prerequisites. <http://www.ontariocolleges.ca/home>

## Your Pathway

Reaching any goal requires a plan. There are many choices you need to make that will lead you to your destination. Follow these four steps to help you begin your planning. You can download our Pathways Planner to help you!



## Pathways & Student Success

Halton Catholic District School Board



The **myBlueprint Education Planner** is an interactive online tool available to all HCDSB students from Grades 7-12.

**myBlueprint** helps empower students to make informed decisions about their future. Students are able to discover their learning and personality styles, interests, and various pathway and career options to consider.

[Login to HCDSB's myBlueprint Education Planner here!](#)



[Understanding the Importance of Self Care](#)

[Self-Care 101](#)

[Reaching Out to Others](#)

[My Back to School Checklist During CoVid-19](#)

[Coping with Stress during the 2019-nCoV  
Outbreak](#)

**Mental Health Resources**

[COVID-19 Youth Mental Health Resource Hub](#)

An online hub of CoVID-19 youth-focused resources from Jack.org, Kids Help Phone and School Mental Health Ontario

[Kids Help Phone](#)

Access to 24/7 counselling by phone or text, and find information on various mental health topics

[The Reach Out Centre for Kids - ROCK](#)

ROCK is an accredited, multi-service organization that aims to improve the lives and relationships of children who are having social, emotional and/or behavioural concerns.

[Mental Health & Wellness HCDSB Resource](#)

HCDSB leadership team has compiled a list of tips and resources to help you feel safe during this time of uncertainty.

Whenever you need to talk, we're open.  
Text 686868  
KidsHelpPhone.ca  
Call 1-800-668-6868  
Kids Help Phone

# SELF-CARE 101

Self-care is an important part of wellness. Take time and discover what helps you to feel good and recharge.



**EAT** We all need to refuel. But sometimes when we're stressed, our habits can change – maybe we eat junk food, or don't feel like eating at all. It is important to focus on eating foods that will provide you with the nutrients you need.  
 \* **Tip:** Have a healthy snack nearby so you can refuel and avoid getting "hangry."

**HYDRATE** Try to increase your water intake and decrease your caffeine intake. Caffeine has been shown to create a stress reaction in your body and might cause you to feel nervous, irritable or restless.  
 \* **Tip:** Drink a glass of water or milk before bed (but not too much!) rather than a caffeinated drink. This should also help you sleep.



**MOVE** Being physically active has many positive effects on your health. It increases your energy, enhances your immune system, reduces insomnia, stimulates brain growth and has been shown to decrease feelings of sadness.  
 \* **Tip:** This doesn't need to take much time. You can get these benefits of being physically active from just a 30-minute walk. Stuck inside? Check out YouTube for brief yoga routines, at-home workouts or track your steps, and challenge a friend!

**ENJOY** Take time to discover things you enjoy. Do things that make you feel good as often as you can. It may not be what others find fun, and that's okay! We're all different.  
 \* **Tip:** Maybe there's a book you want to read, a show or movie you've been meaning to watch, a skill you've been interested in, or something new!

**SLEEP** Getting a healthy number of hours each night helps you to better deal with the stresses of everyday life.  
 \* **Tip:** While you're at home, try to set up a sleep routine that you can stick to. Plan to go to bed and wake up at the same time every day. For some other helpful ideas check out: 'Up all night? Get a better sleep with these tips'

### WHY SELF-CARE?

Self-care is like saving up for a rainy day! It's about nurturing yourself so that when difficult situations happen, you will have the energy and strategies to help you get through it! It can feel hard to practice all of the self-care tips that we know are important, pick a few to focus on, congratulate yourself on what you're able to accomplish and continue to set goals for yourself.

\* **TIP:** Try this quiz to find out if you're practising enough self-care

For more ideas to help you recharge, check out Kids Help Phone's self-care checklist!



**PAUSE** Make sure to take time for yourself during the day, to listen to music, take a few deep breaths, meditate, write in the gratitude journal.  
 \* **Tip:** There are lots of different apps and sites out there for breathing exercises or check out: 'How to calm down when you're stressed'

**REFLECT** Take time to think about what's important to you. It can be easy to get caught up in the negative messages, instead look for kindness and positivity. This can come in different forms like people doing good things for others or positive posts on social media.  
 \* **Tip:** Practicing gratitude on a regular basis can improve our sense of well-being and happiness! Journal about gratitude: every night, write down three good things about your day. They don't have to be major (i.e. a great lunch, talking to a friend, finishing a task).

**REPEAT** Did you know that trying a new skill, habit, or routine for 21 days in a row will increase the likelihood of maintaining this new practice?  
 \* **Tip:** Try having a partner to hold you accountable during the first few weeks; this strategy has been shown to enhance your success rate of maintaining your new practice.

**CONNECT** Strong social connections are one of the most powerful influences on our mood and mental health. Spending time with friends and family help to increase your levels of happiness.  
 \* **Tip:** Getting involved in something bigger than yourself or doing nice things for others can give you a mental health boost. If you can't see the people you care about every day, send them a text or make a phone call; it will make their day and yours!

**RECOGNIZE** Be mindful of your thoughts and feelings, both positive and negative, as part of your self-care. Finding a healthy outlet to process your emotions and positive self-talk, although always important, is super important during stressful times.  
 \* **Tip:** When thinking, ask yourself? Is this helpful/true? If not, challenge yourself to find a positive/true alternative. Remember to speak kindly to yourself, everyone has good and bad days. Don't be too hard on yourself!

**If you or someone you know is in crisis, call 9-1-1 or go to the nearest emergency department.**

**You can also reach out to Kids Help Phone at 1-800-668-6868 or by texting CONNECT to 686868.**

## Frequently Asked Questions

**Do I need to wear a mask at school? What about my teachers?**

- Yes, medical masks will be worn by all teachers and other school staff. All HCDSB students are required to wear non-medical masks/ face coverings at school unless an exemption has been approved.
- For more information, see attached: [Use of Non-Medical Masks or Face Coverings in Schools – Tip Sheet](#)

**Do I need to be in school uniform when I am at school?**

- Students are to be in full uniform at all times while at school. Uniform includes collared shirt, pants/shorts and Loyola hoodie.
- This includes in the hallways, cafeteria, atrium and library.
- When learning at home, students are not required to be in uniform.

**Will we be able to put our personal belongings in our lockers?**

- Yes! This year students will have access to their lockers.
- The school will provide you with a lock.
- Physical distancing of 2 meters is required at all times even while at your locker.

**Will I be able to purchase food in the cafeteria?**

- Yes! Gradually, the servery in the cafeteria will open.
- Students will be able to eat their lunches in the cafeteria or atrium.

## Frequently Asked Questions

**Can I bring a water bottle into my classroom with me?**

- Students and staff are permitted to bring reusable water bottles and refill them at designated refill stations in our school.
- For the health and safety of our students and school community, the use of water fountains for drinking will not be permitted at this time.

**Will I enter the school each day through the main school entrance?**

- To assist with physical distancing, students will be assigned an exterior door to use, according to the location of their class. A map with entrances outlined can be found in school information section.
- Students will be permitted access to the school after 8:05 a.m. and can go to their locker and then directly to class.
- Students will exit the building through the same designated doors.

**Where do I access my timetable?**

- Student timetables can be accessed on the Student Information System found at <https://hcdsb.powerschool.com/public/>
- Please note you will need your @students email address and password to access your schedule.

**I had an IEP in Grade 8. What happens with it in High School**

- Your IEP will follow you into high school
- You will work with an assigned Special Education Resource Teacher (SERT)
- Your SERT will be in contact you early in the year to help ensure you are setup for success
- The resource room is in room 151

## Frequently Asked Questions

**Is the Library open to students?**

•Yes! The library will be open for student use. Students must socially distance. You can access the library during lunch time or if your teacher brings you down as a class.

**Can I bring my own laptop to school to complete my class work?**

•Yes, if you have a laptop at home, you are welcome to bring it to school to access curriculum and complete assignments. You are responsible for your device and must follow teacher directions regarding usage during class time.

**I have a big test second period, can I sign out of period 1 and study in the library or cafeteria?**

•No. If you are at school and scheduled to be in class, you are in class.  
 •We need to know where student are at all times in case of an emergency.  
 •When a student is signed out, they must leave the building.

**What if I am feeling sick and have cold or flu-like symptoms at school?**

•A student showing cold or flu-like symptoms at school will be required to go home immediately. If they are unable to return home immediately, they will isolate in a designated room/space until their departure.

## Frequently Asked Questions

**What should I do if I am going to be absent from school?**

•If you know that you are going to be away (appointment), be sure to let your teacher know ahead of time so that you are able to get your work in advance and stay on top of things. If the absence is unexpected, check out your online classroom to see what you have missed and communicate with teacher any questions/concerns.  
 •All student absences need to be called in/approved by parents.

**Do I need to bring my own school supplies to school?**

•Yes, you are responsible for bringing your own school supplies (e.g., pencils, pens, paper, binders) to class daily.  
 •Your classroom teachers will let you know what specific course supplies are required in the first few days of class.

**Will there be extracurriculars this year? Is it worth getting involved?**

•Yes! Extracurricular activities will start gradually to ensure safety. Listen to the announcements and check out our school website and Instagram account for information as it comes available.  
 •Yes! They are a great way to meet new people, get involved at the school and discover new interests.

**Who do I go to if I am being bullied at school?**

•Bullying is taken very seriously at Loyola. Everyone deserves to come to school and feel safe. If you are being bullied or threatened in any way, please speak to an adult. There are many adults in the building that you can reach out to (ie. classroom teacher, educational assistant, secretary, guidance counsellor). The adult will help ensure that you are connected with an appropriate person in the building to support you. Your safety matters – be sure to seek support early.

### What to Do When You Witness Harmful Language or Behaviour?

Four Steps to Responding to Discrimination

#### DISRUPT & NAME

- Stop the discriminatory language or behaviour.
- Identify the infringement on human dignity and name the behaviour.
- Be specific (e.g. that language sounds racist).
- Ensure that all partners who witnessed the incident hear you disrupting and naming it.

#### DOCUMENT & ENSURE ACCOUNTABILITY

- Record details of the incident.
- Meet all parties of the incident.
- Report to your Supervisor.
- Refer to the Code of Conduct for HCDSB to ensure accountability.



#### EXPLAIN & SUPPORT

- We all have a right to those things which are required by human dignity.
- Recognize and explain why the language is harmful in the context of Catholic Teaching and the Ontario Human Rights Code.
- Support the student or staff who has experienced the discriminatory comment or behaviour.
- Ask the student or staff what they need to feel supported.

#### REFLECT & RESTORE

- Identify factors and systemic barriers to promote equity and justice.
- Prioritize the common good and restore community.
- Provide ongoing capacity building and education.

[Link to full document](#)

## 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

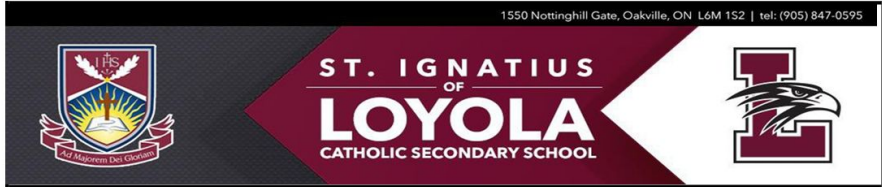
# EQUITY

# RESPECT

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



*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.*



**Where to Get Help...**

<p><b>Class Specific Questions</b></p> <p>Email your teachers. A staff directory can be found here:  <a href="https://secondary.hcdsb.org/loyola/contact/staff-directory/">https://secondary.hcdsb.org/loyola/contact/staff-directory/</a></p> <p><b>*Please ensure you contact teachers using their @hcdsb.org email *</b></p> <p>If you have questions about research and online databases please contact our school librarian Mr. Hodges – <a href="mailto:hodgesc@hcdsb.org">hodgesc@hcdsb.org</a></p>	<p><b>Guidance &amp; Post-Secondary Related Questions</b></p> <p>Email your Guidance Counsellor</p> <p>Mrs. Luis- A-E – <a href="mailto:luisn@hcdsb.org">luisn@hcdsb.org</a>              Mrs. Flynn- F-Mc – <a href="mailto:flynnt@hcdsb.org">flynnt@hcdsb.org</a>              Mrs. Sotiropoulos– Me-O – <a href="mailto:sotiropoulosk@hcdsb.org">sotiropoulosk@hcdsb.org</a>              Mrs. Rego – P-Z – <a href="mailto:Belbeck-RegoM@hcdsb.org">Belbeck-RegoM@hcdsb.org</a></p>
<p><b>Special Education Contacts</b></p> <p>Mrs. Horvat – <a href="mailto:horvats@hcdsb.org">horvats@hcdsb.org</a>              Mr. Roynon – <a href="mailto:roynona@hcdsb.org">roynona@hcdsb.org</a>              Mrs. Condello – <a href="mailto:condello@hcdsb.org">condello@hcdsb.org</a>              Mr. Solimine – <a href="mailto:soliminep@hcdsb.org">soliminep@hcdsb.org</a>              Mrs. Salamun – <a href="mailto:salamunm@hcdsb.org">salamunm@hcdsb.org</a>              Mrs. Mackie – <a href="mailto:mackiea@hcdsb.org">mackiea@hcdsb.org</a></p>	<p><b>ESL Contacts</b></p> <p>Mrs. Ambroszkiewicz- <a href="mailto:ambroszkiewicz@hcdsb.org">ambroszkiewicz@hcdsb.org</a>              Ms. Osorio-Gomez- <a href="mailto:osoriogomez@hcdsb.org">osoriogomez@hcdsb.org</a>              Mrs. Kiervin – <a href="mailto:kiervinm@hcdsb.org">kiervinm@hcdsb.org</a></p>
<p><b>Administration Contacts</b></p> <p>Principal – Mrs. Halycz – <a href="mailto:halyczj@hcdsb.org">halyczj@hcdsb.org</a>              Vice Principal – A- L –Mrs. Morrow–<a href="mailto:morrowa@hcdsb.org">morrowa@hcdsb.org</a>              Vice Principal – M- Z- Mr. Busby – <a href="mailto:busbyp@hcdsb.org">busbyp@hcdsb.org</a></p> <p>Please reach out to us if you have questions or if you require support.</p>	<p><b>Loyola Mental Health &amp; Chaplaincy Supports</b></p> <p>Mrs. Starling– Social Worker – <a href="mailto:starlingm@hcdsb.org">starlingm@hcdsb.org</a>              Mrs. Lorentz- Child &amp; Youth Counsellor – <a href="mailto:lorentzt@hcdsb.org">lorentzt@hcdsb.org</a></p> <p>Mr. Lachapelle – Chaplaincy Leader- <a href="mailto:lachapellew@hcdsb.org">lachapellew@hcdsb.org</a></p>

**Community Supports**  
[Where to Get Food in Halton](#)  
[Halton Covid-19 Updates](#)  
[St. Vincent de Paul Society](#) through St. Matthew's Church [ROCK](#) Counselling Supports  
 Ministry of Education [Learn at Home](#)



All important information will be posted on our [Loyola](#) website.

YOU  
 are part of the  
 hawk family

