

Support Staff
Substitute Handbook
2015—2016



Lethbridge School District No. 51
433—15 Street South
Lethbridge, AB
T1J 2Z5
www.lethsd.ab.ca



DISTRICT DAYS TO REMEMBER

School Holidays & Professional Learning Days:

September 7, 2015 (Labour Day)
 October 12, 2015 (Thanksgiving)
 November 2, 2015 (District Professional Learning Day)
 November 11, 2015 (Remembrance Day)
 November 12 & 13, 2015 (Fall Break)
 Christmas Break Dec. 21, 2015-Jan. 1, 2016
 February 15, 2016 (Family Day)
 February 16 & 17, 2016 (Family Day Break)
 February 18 & 19, 2016 (Teacher's Convention)
 March 25—April 1, 2016 (Easter Break)
 April 15, 2016 (District Professional Learning Day)
 May 23, 2016 (Victoria Day)
 June 29, 2016 (Last day of school)

For specific employee group calendars, please visit our Website at: www.lethsd.ab.ca

At the top of the page, click on "Staff".

Select "2015/16 Staff Calendars" on the left side of the page.

Education Center Roster

SUPERINTENDENT'S OFFICE

Superintendent of Schools	Cheryl Gilmore
District Principal	Teresa Loewen
Executive Assistant	LeeAnne Tedder
Administrative Assistant	Erica Laliberty

HUMAN RESOURCES

Associate Superintendent	Sharon Mezei
Director, Support Staff	Rhonda Aos
Executive Assistant	Stacey Wichers
HR Clerk/Receptionist	Amber Ruest

BUSINESS AFFAIRS

Associate Superintendent	Don Lussier
Director of Finance	Christine Lee
Director of Technology	Rik Jesse
Coordinator, Payroll & Benefits	Carrie McLaren
	Penny Rakai
Coordinator, Benefits	Lana Johnson
Payroll Clerk	Barbara Raiche

INSTRUCTIONAL SERVICES

Associate Superintendent	Wendy Fox
Director, Curriculum	Karen Rancier
Director, Student Services	Cynthia Parr

Note: The appropriate contact for Support Staff substitutes is Rhonda Aos, Director, Human Resources, or Shauna Beattie, Human Resources.

TABLE OF CONTENTS

EDUCATION CENTER STAFF
SUBSTITUTE LIST
BOOKING & ASSIGNMENT OF SUBSTITUTES
LOCAL POLICIES FOR SUBSTITUTES
POLICY
REGULATIONS
SALARY PAYMENT PROCEDURES FOR SUBSTITUTES

SCHOOL INFORMATION**HIGH SCHOOLS**

VICTORIA PARK
 LETHBRIDGE COLLEGIATE INSTITUTE
 WINSTON CHURCHILL HIGH SCHOOL
 CHINOOK HIGH SCHOOL
 IMMANUEL CHRISTIAN HIGH SCHOOL (includes Junior High)

LETHBRIDGE ALTERNATIVE PROGRAMS AND SCHOOLS

HARBOUR HOUSE
 LETHBRIDGE ALTERNATE SCHOOLS AND PROGRAMS
 PITAWANI
 HOSPITAL PROGRAM (CAMP)
 DOWNTOWN LA
 STAFFORD RIDGE SCHOOL

MIDDLE SCHOOLS

GILBERT PATERSON MIDDLE SCHOOL
 LETHBRIDGE CHRISTIAN SCHOOL
 G.S. LAKIE MIDDLE SCHOOL
 WILSON MIDDLE SCHOOL

ELEMENTARY SCHOOLS

ECOLE AGNES DAVIDSON SCHOOL
 DR. GERALD B. PROBE SCHOOL
 FLEETWOOD-BAWDEN SCHOOL
 GALBRAITH SCHOOL
 GENERAL STEWART SCHOOL
 IMMANUEL CHRISTIAN ELEMENTARY SCHOOL
 LAKEVIEW SCHOOL
 LETHBRIDGE CHRISTIAN SCHOOL
 MIKE MOUNTAIN HORSE SCHOOL
 NICHOLAS SHERAN COMMUNITY SCHOOL
 PARK MEADOWS SCHOOL
 SENATOR BUCHANAN SCHOOL
 WESTMINSTER SCHOOL

EARLY EDUCATION PROGRAMS

Senator Buchanan
 1107 - 7th Avenue North
 T1J 1K4
 Phone: (403) 327-7321
 Operator : Erika Kirsch

Mike Mountain Horse
 155 Jerry Potts Boulevard West
 T1K 6G8
 1st Program Operator: Kim Wikenheiser
 Phone: (403) 329-0547
 2nd Program Operator: Naomi Kempe
 Phone: (403) 381-2211

Fleetwood Bawden
 1222 - 9 Avenue South
 T1J 1V4
 Phone: (403) 327-5818
 Operator: Donna Faulkner

Park Meadows
 50 Meadowlark Boulevard North
 T1H 4J4
 Phone: (403) 328-9965
 Operator: Kendra Hirsche

Nicholas Sheran
 380 Laval Boulevard West
 T1K 3Y2
 Phone: (403) 381-1244
 Operator: Jill Marshall

Galbraith
 1801- 8 Avenue A North
 T1H 1C5
 Phone: (403) 327-1975
 Operator: Melissa Bilinski

Dr. Probe
 120 Rocky Mountain Boulevard
 West
 T1K 7J2
 Phone: (403) 381-3103
 Operator: Angie Smid

Agnes Davidson
 2103 - 20 Street South
 T1K 2G7
 Phone (403) 328-3103
 Operator: Pam Shearer

Westminster
 402-18 Street North
 T1H 3G4
 Phone: (403) 327-4169
 Operator: Lynn Wytrykus

PRIVATE PRESCHOOLS

Park Meadows Christian
 Playschool
 2011 - 15th Avenue North
 T1H 5J4
 Phone: (403) 327-6001
 Operator: Deb Knelsen
 Freddie Gelleny

Lethbridge Play and Learn
 2329 - 15 Avenue South
 T1K 0X5
 Phone: (403) 329-8414
 Operator: Keri Weaver
 Jenn Jesse

Discovery Nursery School
 260 McGill Blvd. W
 T1K 4C6
 Phone: (403) 381-0659
 Operator: Melina Warnock

Little Lambs Christian Preschool
 20 Rocky Mountain Blvd. W
 T1K 8E1
 Phone: (403) 892-6627
 Operator: Carmen Little

WESTMINSTER SCHOOL**402 - 18 Street North T1H 3G4****Phone:** (403) 327-4169**Fax:** (403) 327-9604**E-mail:** westminster@lethsd.ab.ca**Website:** west.lethsd.ab.ca**Principal:** Jessica Rumer**Assistant Principal:** Teri Smith**Administrative Assistant:** Kim Cameron**Operating Times:**

Monday – Thursday

Kindergarten 8:32 - 12:20 & 12:42 - 3:30

Grade 1-5 8:32 - 12:00 & 12:42 - 3:30

Friday Grade 1-5 8:32- 11:45

Summary of school programs:

K - Grade 5, English as a Second Language

SUBSTITUTE LIST

Any individual wishing to be considered for the Support Substitute List must complete a District application form and have had a general interview. Application forms are available at the Education Centre or on the District Website. (www.lethsd.ab.ca) The District reserves the right to decide which individuals will be included on the list and the number of individuals on that list. Preference in assigning substitutes will be given to those individuals whose training meets specific District needs, who are most readily available, and who are reliable in fulfilling their substitute commitments. (See Policy 400.1 Guiding Principles, 401.1 Staff Hiring and 400.2.1 Code of Ethics.)

BOOKING & ASSIGNMENT OF SUBSTITUTES

Once a substitute is notified that he/she is approved for the Substitute List, the substitute must contact Human Resources to ensure that they have an orientation and that they are properly registered with LADS.

All substitute bookings are arranged through Human Resources via the Lethbridge Automated Dispatch System (LADS). This computerized system arranges for substitute employees according to the request of the school's administration and to random selection from a substitute pool. Although schools and/or support staff may personally ask a substitute to fill a vacancy, the school/support staff must report the absence into LADS, and confirms that particular substitute which then indicates that the job has been pre-arranged and filled. The substitute may then check the booking by calling LADS directly, or by accessing it through the Website.

All substitutes must have a job ID number or they will not be paid.

LADS (403) 381-2410
Amber Ruest (403) 380-5302

**SALARY PAYMENT PROCEDURES
FOR SUPPORT STAFF SUBSTITUTES**

Your payday will be the **7th day of the month**. Should the 7th fall on a weekend or a general holiday, payday will be the preceding work day. Your pay will be deposited directly into your bank account as per your direct deposit request slip submitted to Payroll. You must update Human Resources and Payroll if you have changes to your information.

Please note that pay stubs and T4's are available online and will not be mailed unless you are no longer an employee of the District.

NOTE: Payroll will not issue a separate manual cheque for substitutes who accept jobs that are not correctly entered into LADS.

RATE OF PAY: Article 3.4 of the Collective Agreement states: "When an employee is hired on a casual relief basis, that employee will be paid at the start rate for the position for which they are hired."

Vacation pay is paid according to legislation.

Salary rates as of Sept. 1, 2015 are as follows: .

Educational Assistant Substitutes

	\$112.33	Daily Rate
55%	\$ 61.78	Morning Rate
45%	\$ 50.55	Afternoon Rate

Administrative Support, Library Facilitators,
District Administrative Support

	\$ 147.94	Daily Rate
55%	\$ 81.37	Morning Rate
45%	\$ 70.66	Afternoon Rate

**For any Substitute payroll information call
Barbara Raiche, Payroll Clerk at
(403) 380-5309.**

PARK MEADOWS SCHOOL

50 Meadowlark Boulevard North T1H 4J4

Phone: (403) 328-9965 Fax: (403) 328-9975

E-mail: meadows@lethsd.ab.ca

Website: pm.lethsd.ab.ca

Principal: Nancy Brown

Vice Principal: Sharleen Albrecht

Administrative Assistant: : Blythe Groenenboom

Operating Times:

Monday - Thursday

ECS 8:30 - 11:40 & 12:10 - 3:20

Grade 1-5 8:28 - 11:46 & 12:25 - 3:20

Friday Grade 1-5 8:28 - 11:36

Summary of school programs:

Kindergarten to Grade 5 program

SENATOR BUCHANAN SCHOOL

1101 - 7 Avenue North T1H 0X7

Phone: (403) 327-7321 Fax: (403) 327-0479

E-mail: buchanan@lethsd.ab.ca

Website: sb.lethsd.ab.ca

Principal: Dawn Ronne

Vice Principal: Richard Tapajna

Administrative Assistant: : Angie McKenna

Operating Times:

Monday - Thursday

Kindergarten 8:35 - 11:47 & 12:18 - 3:30

Grade 1-5 8:35 - 12:05 & 12:45 - 3:30

Friday Grade 1-5 8:35 - 11:55

Summary of school programs: Early Education Program,

Kindergarten - Grade 5.

MIKE MOUNTAIN HORSE SCHOOL**155 Jerry Potts Boulevard West TIK 6G8****Phone:** (403) 381-2211 **Fax:** (403) 329-0547**E-mail:** mtnhorse@lethsd.ab.ca**Website:** www.lethsd.ab.ca/mmh**Principal:** Erin Hurkett**Vice Principal:** David Platt**Assistant Principal:** Mark Blankenstyn**Administrative Assistant:** Elaine Frederickson**Operating Times:**

Monday - Thursday

Kindergarten 8:15 - 11:25 & 12:10 - 3:20

Grade 1-5 8:20 - 11:45 & 12:25 - 3:10

Friday Grade 1-5 8:20 - 11:35

Summary of school programs:

Mike Mountain Horse School provides outstanding regular and inclusive education program for English. French is taught in grades four and five. Other programs include: Early Literacy for grade K-2

NICHOLAS SHERAN COMMUNITY SCHOOL**380 Laval Boulevard West TIK 3Y2****Phone:** (403) 381-1244 **Fax:** (403) 320-1438**E-mail:** sheran@lethsd.ab.ca**Website:** www.lethsd.ab.ca/sheran**Principal:** Heather Hadford**Vice Principal:** Candice Vercillo**Administrative Assistant:** Jeanine Miklos**Operating Times:**

Monday - Thursday

Kindergarten 8:30 - 11:40 & 12:10 - 3:20

Grade 1-5 8:28 - 12:00 & 12:40 - 3:20

Friday 8:28 - 11:36

Summary of school programs:

Regular programs for Kindergarten - grade 5, Early Literacy for Kindergarten to Grade 2, ESL and Special Education programming. NSCS offers programming from Early Education Program through to Grade 5.

LOCAL POLICIES FOR SUBSTITUTES**POLICY**

The Board recognizes that the Support staff of the District may require the services of a qualified substitute to cover absences due to medical reasons, professional development activities, participation in School District programs and leaves of absence as per the Collective Agreement.

Please refer to all District Policies on line at www.lethsd.ab.ca

REGULATIONS

1. Individuals willing to serve as substitutes will provide Human Resources with an application which includes the following:
 - a. Completion of District Support Staff application form
 - b. Criminal Records Check (at applicants expense)
 - c. Intervention Record Check (Southwest Alberta Child & Family Services)
 - d. Confidentiality/Availability form
 - e. TDI form (from Payroll)
 - f. Consent for Social Insurance Number
 - g. Other information as required for payroll purposes..

2. Substitutes shall comply with the following duties and responsibilities:
 - a. Reach the assigned school at least 20 minutes prior to morning and afternoon assembly times, if adequately notified
 - b. Report to the main office of the school to register and receive further instructions (give the secretary your job number)
 - c. Assume the supervisory duties of the absent School/Student Support staff member
 - d. Attend in-school meetings, as required by the principal
 - e. Participate in school events, extra-curricular activities, etc., particularly if the substitute is in a school for an extended period of time
 - f. Perform other duties as assigned by the principal
 - g. Report to the school administration office at the conclusion of the assignment
 - h. In the event that a student support staff member's absence is extended, that absent Student Support/School Support staff member must telephone LADS to extend the assignment; you may be assigned a different job number.

3. If, for some reason, you will not be available to substitute for a period of time, please notify LADS by entering the unavailable dates.
4. Substitute Assistants **may be asked** to voluntarily transport students. A Volunteer Driver Insurance Form **MUST** be completed and is available at the school office.
5. The school principal or designate may request through LADS a particular substitute be contacted to cover the duties of an absent school support/student support staff member.
6. Substitutes shall be employed in accordance with the provisions of the Collective Agreement and Board Policy. (policy 401.4 Substitute Employees)
7. If you change your address or phone number or wish to be taken off the substitute list, contact Human Resources at (403) 380-5321.
8. Individuals substituting with the District may be considered for temporary positions that occur during the school year. Positions, which are 15 hours per week or more, are posted and all individuals who are interested may apply. Individuals who are desirous of being maintained on the substitute list for the next school year should indicate their willingness by contacting Human Resources at the end of each school year.

GENERAL STEWART SCHOOL**215 Corvette Crescent South TIJ 3X6****Phone:** (403) 328-1201 **Fax:** (403) 320-1435**E-mail:** stewart@lethsd.ab.ca**Website:** gs.lethsd.ab.ca**Principal:** Dieter Witzke**Administrative Assistant:** Brenda Oman**Operating Times:**

Monday - Thursday

Kindergarten 8:25 - 11:50 & 12:48 - 3:15

Grade 1 - 5 8:25 - 11:50 & 12:30 - 3:15

Friday Grade 1- 5 8:25 - 11:50

Summary of school programs: Kindergarten to Grade 5 program**IMMANUEL CHRISTIAN ELEMENTARY SCHOOL****2010—5 Avenue North TIH 0N5****Phone:** (403) 317-7860 **Fax:** (403) 317-7862**E-mail:** ices@lethsd.ab.ca**Website:** ICES.lethsd.ab.ca**Principal:** Jay Visser**Assistant Principal:** Barb Wall**Administrative Assistant:** Terri Schellenberg**Operating Times:**

Monday - Friday

Kindergarten 8:45 - 11:45 & 12:30 - 3:15

Grade 1 - 6 8:45 - 3:15

LAKEVIEW SCHOOL**1129 Henderson Lake Boulevard South TIK 3B6****Phone:** (403) 328-5454 **Fax:** (403) 320-1400**E-mail:** lakeview@lethsd.ab.ca**Website:** lv.lethsd.ab.ca**Principal:** Chris Gonsalvez**Vice Principal:** Rochelle Neville**Administrative Assistant:** Angela Manderville**Operating Times:**

Monday – Thursday

Kindergarten 8:24 - 11:35 & 12:20 - 3:30

Grade 1 - 5 8:30 - 12:00 & 12:45 - 3:30

Friday Grade 1- 5 8:30 - 11:45

Summary of school programs: English program grades K-5.

FLEETWOOD-BAWDEN SCHOOL

1222 - 9 Avenue South T1J 1V4

Phone: (403) 327-5818 Fax: (403) 380-4236

E-mail: fleetwood@lethsd.ab.ca

Website: www.lethsd.ab.ca/fleetwood

Principal: Broc Higginson

Vice Principal: Lenee Veres-Fyfe

Administrative Assistant: Dawn Levenne

Operating Times:

Grade	A.M. Start	Nutrition Break #1	Nutrition Break #2	End Time
ECS	8:26-11:38			12:11-3:23
GR: 1-5	8:26	10:20 - 10:55	1:00 - 1:35	3:23
Friday	8:26			11:43

Summary of school programs: Grades K - 5 plus a Montessori Alternate Program.

GALBRAITH SCHOOL

1801 - 8 Avenue A North T1H 1C5

Phone: (403) 327-3653 Fax: (403) 327-1975

E-mail: galbraith@lethsd.ab.ca

Website: www.lethsd.ab.ca/galbraith

Acting Principal: Sandy Scheldrup

Vice Principal: David Nussbaumer

Administrative Assistant: Tracy VanSon

Operating Times:

Monday – Thursday

Kindergarten 8:15 - 11:25 & 12:11 - 3:21

Grade 1-5 8:26 - 11:25 & 12:10 - 3:26

Friday Grade 1-5 8:26 - 11:45

Summary of school programs: Galbraith School provides instructional programs in accordance with the policies and regulations of Alberta Education and Lethbridge School District No. 51.

LADS PHONE NUMBER: (403) 381-2410

STACEY WICHERS: (403) 380-7391

EMPLOYEE # _____

PIN # _____



IT IS IMPERATIVE THAT YOU ARRIVE 20 MINUTES PRIOR TO SCHOOL BELL TIMES.

SUBSTITUTE REFERENCE**LADS WILL DISPATCH AT THE FOLLOWING TIMES:**

Weekdays:	06:30 - 13:30 and 17:30-22:00
Friday AM:	06:30
Friday PM & Saturday:	No calls go out
Sunday & Holidays:	17:30-22:00

FYI

- All refusal codes entered must be followed by pressing the # key
- Dates must be entered as YYYYMMDD
- Time must be entered as HHMM using the **24 hour clock**
- Exit back to the Main Menu by pressing * then 1
- Increase the volume of LADS by pressing # and 3
- Decrease the volume of LADS by pressing # and 2

ACCEPTING A DISPATCH:

If you are called for a dispatch, you will hear the LADS system speak the following message:

"Good Evening, the Lethbridge Public School District has dispatching information for <your name>. Enter your PIN number followed by the pound key."

1. Enter your PIN number followed by the # key then press 1.
2. The LADS system will now voice the details of your assignment.

Press 2 to listen to the subjects and levels (teachers only)
Press 3 to listen to the absent employee's message.
Press 4 to accept or 5 to refuse the assignment.

If you accept, wait for the system to voice out your LADS Job number, and write it down.

If you refuse the job, enter your REFUSAL code followed by the # key.

REFUSAL CODES FOR DECLINING A JOB	
1	Illness
2	Unacceptable Classroom Assignment
3	Assignment at Unacceptable Location
4	Booked By Another Division
5	Another Non-Teaching Job Commitment
6	Personal Commitment
7	Family Emergency
8	Vacation
9	Attending Post-Secondary Education
10	Accepted Part Time Contract
11	Pre-arranged, already accepted
12	Maternity or Paternity Leave
13	Out of the country

**** IMPORTANT ****

Wait for the LADS system to voice your job number. You need this to Inquire or Cancel your dispatch. If you do not have a job # you will not be paid.

RECEIVE NOTIFICATION OF CHANGE or CANCELLATION IN DISPATCH:

If you are called by LADS because the dispatch is being cancelled, you will hear the LADS system speak the following message:

"Good Evening, the Lethbridge Public School District has dispatching information for <your name>. Enter your Pin number followed by the # key."

1. Enter your PIN number followed by the # key then press 1.
2. The LADS system will now speak the following message:

"The Lethbridge Public School District is calling to confirm that the dispatch ID _____ has been changed. The last day you are required to work is_____."

- Press 1 to acknowledge you have listened to the details of the change.
- Press 2 to review the details of the assignment.
- Press 3 to listen to the subjects and levels
- Press 4 to replay the absent employee's recorded message.

NOTE: You must press 1 to acknowledge the change or cancellation before hanging up.

The LADS system will repeatedly call you until you do acknowledge the change.

DR. GERALD B. PROBE SCHOOL

120 Rocky Mountain Boulevard West T1K 7J2

Phone: (403) 381-3103 Fax: (403) 381-3262

E-mail: probe@lethsd.ab.ca

Website: www.lethsd.ab.ca/probe

Principal: Darryl Christiansen

Vice Principal: Robbie Innes

Administrative Assistant: Jean Adamson

Operating Times:

Monday – Thursday

Kindergarten 8:22 - 11:32 & 12:12 - 3:22

Grade 1-5 8:22 - 11:45 & 12:30 - 3:15

Friday Grade 1-5 8:22 - 11:46

Summary of school programs:

Kindergarten to Grade 5 program

ÉCOLE AGNES DAVIDSON SCHOOL

2103 - 20 Street South T1K 2G7

Phone: (403) 328-5153 Fax: (403) 320-1912

E-mail: davidson@lethsd.ab.ca

Website: www.lethsd.ab.ca/davidson

Principal: Carolle Babin

Vice Principal: Catherine Thornsen

Assistant Principal: Terra Leggatt

Administrative Assistant: Sue Alchin-Smith

Operating Times:

Monday – Thursday

Kindergarten 8:35 - 11:45 & 12:26 - 3:36

Gr. 1 - 5 8:38 - 12:00 & 12:45 - 3:36

Friday Grade 1- 5 8:38 - 11:56

Summary of school programs:

École Agnes Davidson School is a dual track English and French Immersion school from Kindergarten to grade 5. Bussing is provided to students across the city for the French Immersion program. All special programs (Resource, Early Literacy, Gifted and Talented) are available in English and French.

WILSON MIDDLE SCHOOL**2003 - 9 Avenue North T1H 1J3****Phone:** (403) 329-3144 **Fax:** (403) 329-3611**E-mail:** wilson@lethsd.ab.ca**Website:** wilson.lethsd.ab.ca**Principal:** Dean Hawkins**Vice Principals:** Cayley King, Brad Dersch**Administrative Assistant:** Jennifer Schroeder

Grade	A.M. Start	Nutrition Break	End Time
Gr. 6-8	8:00	11:26 - 11:44	2:45
Wed.	8:00		1:50
Friday	8:00		12:10

Summary of school programs: Grade 6 to 8, English as a Second Language, Inclusive Learning Support

LETHBRIDGE CHRISTIAN SCHOOL**3 St. James Boulevard North T1H 6M5****Phone:** (403) 320-0677 **Fax:** (403) 320-0828**E-mail:** lcs@lethsd.ab.ca**Website:** lcs.lethsd.ab.ca**Principal:** Leslie Greeno**Assistant Principal:** Melanie McMurray**Administrative Assistant:** Cecelia Harmon**Operating Times:**

Gr. 1- Gr. 8	8:30 -12:15 & 1:00 - 3:15
ECS Tues, Thurs & Alt. Fri.	8:30 -12:15 & 1:00 - 3:15
Friday	8:30 - 12:15

Note: Kindergarten Program is full days Tuesdays and Thursdays

Summary of school programs: Kindergarten - Grade 8, Lethbridge Christian School provides an Alternative Christian program to students in Kindergarten through Grade 8 with an emphasis on academic excellence and a commitment to quality Music education.

INQUIRE ON A DISPATCH

Call the LADS system phone number (403 - 381-2410), enter your employee number and PIN number followed by the # key

Press 2 to *INQUIRE ON A DISPATCH*

Press 1 to search by job id number

Press 2 to search by date (yyyymmdd).

Press 1 to listen to the details of the dispatch. Press 2 to listen to the subjects and levels (only applicable for teacher substitutes). Press 3 to listen to the absent employee's recorded message.

CANCEL A DISPATCH

The system will not allow a substitute to cancel a job 90 minutes prior to the start time of the assignment. If an emergency occurs the substitute is responsible to notify the location of the assignment

If you need to cancel a dispatch that you have accepted. Dial the LADS system phone number (381-2410), enter your employee number and PIN number followed by the # key.

Press 4 for cancellation options

Press 2 to cancel a Dispatch

To search by dispatch ID press 1

To search by date press 2

The system will then give you the dispatch information of the job you wish to cancel.

Press 4 to cancel the dispatch

Press 1 to finalized the cancellation or

Press 2 to abort the cancellation(if you have made a mistake and you do not wish to cancel out of the job).

DISPATCHING PARAMETERS

- Confirmed jobs can be viewed 24 hours a day, 7 days a week.
- Absences for the next day will be dispatched in the evening between 17:30 – 22:00 (5:30 pm – 10:00 pm). Emergency current day absences will be dispatched starting at 6:30 am. LADS will dispatch Monday to Friday morning for current day absences and from Sunday evening to Thursday evening for next day assignments.
- When LADS is dispatching, if there is no answer at the sub's regular phone number, LADS will call the backup phone number if it has been provided, before moving to the next sub in the rotation. If the sub's phone number is busy, LADS will move to the next sub in the rotation.
- It is important to indicate why, rather than hanging up if you have turned down a job. **Human Resources reserves the right to remove a Substitute that is not readily available on an ongoing and daily basis.**
- If LADS calls and the call is picked up by an answering machine, the system will hang-up.
- The system will allow 6 rings at a phone number before proceeding to the next call.
- Dispatched employees will be notified of cancelled assignments during either the evening or morning call out times.

GENERAL EMPLOYEE OPTIONS

CHANGE YOUR PHONE NUMBER

Call the LADS system phone number, enter your employee number and PIN number followed by # key.

Press 5 for general employee options

Press 2 for employee phone number changes

Press 1 to change your regular phone number

Press 2 to change your backup phone number, then enter your backup phone number followed by the # key.

RE-RECORD YOUR VOICE

Dial the LADS system phone number, enter your employee number and PIN number followed by # key.

Press 5 for General Employee options

Press 3 for Employee Name Recording

Voice your full name followed by the # key.

TO MAKE YOUR SELF UNAVAILABLE

Dial the LADS system phone number, enter your employee number and PIN number followed by the # key.

Press 5 for General Employee Options

Press 4 for Unavailability Booking

Press 1 for Unavailability instructions

Press 2 for your Unavailability Reason Codes

You will be required to enter a date or date range and the time you are unavailability

TO INQUIRE ON OR CANCEL ON UNAVAILIBTY

Press 5 for General Employee Options

Press 4 for Unavailability Booking

Press 2 to inquire on or cancel unavailability

Unavailability Reason Codes	
11	Pre-Booked
1	Illness
12	Maternity/Paternity Leave
13	Out of Country
10	Accepted Part Time Contract
8	Vacation
4	Booked by Another District
6	Personal Commitment

G. S. LAKIE MIDDLE SHOOL

50 Blackfoot Boulevard West TIK 7N7

Phone: (403) 327-3465 **Fax:** (403) 327-3450

E-mail: gslakie@lethsd.ab.ca

Website: www.lethsd.ab.ca/gslakie

Principal: Doug James

Vice Principals: Craig DeJong, Terry Hagel, Jen Halowski

Administrative Assistant: Melanie Wasylenko

Operating Times:

Summary of school programs: Grade 6-8

Grade	A.M. Start	Nutrition Break #1	Nutrition Break #2	End Time
Gr. 6-8	8:25	11:03 - 11:33	1:33 - 1:48	3:28
Wed.	8:25			2:21
Friday	8:30			11:51

GILBERT PATERSON MIDDLE SCHOOL

2109 - 12 Avenue South TIK 0PI

Phone: (403) 329-0125 **Fax:** (403) 320-8418

E-mail: paterson@lethsd.ab.ca

Website: www.lethsd.ab.ca/paterson

Principal: Deborah Constable

Vice Principals: Jim Kerr, Kathy Mundell

Administrative Assistant: Luana Komanac

Operating Times:

Monday - Thursday 8:10 - 11:35 & 12:20 - 3:00
 Wednesday 8:10 - 2:10
 Friday 8:10 - 12:00

Summary of school programs:

Grades 6-8 English and French Immersion Programs

For information about these programs and admission procedures contact the Principal.

Lethbridge Alternative Schools and Programs Operating times

		A.M.	P.M.
Community Outreach School	(403) 327-3945	Mon. -Thurs. 8:47 - 11:30 Friday 9:00 - 12:00	Mon. - Thurs 12:00 - 3:00 Friday - N/A
Harbour House	(403) 329-0088 (Ext. 25)	Mon - Thurs 8:35 -12:00 Friday 8:50 - 12:30	Mon. - Thurs. 1:00 - 3:15 Friday N/A
Pitawani 529 Stafford Dr. No.	(403) 381-5411	Mon.-Thurs 8:35 - 12:00 Friday 8:45 - 11:45	Mon. - Thurs. 1:00 - 3:15 Friday N/A
CAMP Leth. Regional Hospital 920-19 St. So.	(403) 388-6285	Mon - Thurs 8:45 -12:00 Friday 9:00 - 12:00	12:30 - 3:00 Friday N/A
Downtown LA	(403) 328-3558	Mon-Thurs - 9:00 -12:00 Fri. - 8:30 -12:00	1:00 - 3:30
Stafford Ridge	(403) 388-7600	Mon.-Thurs. 8:35-12:00	1:00—3:15

For WEB Access:



To view dispatch information or personal information from **your home computer** via your internet browser:

Log onto the District website: www.lethsd.ab.ca. Click on "Staff", then click on "ADW" (Automated Dispatch Web). You can also access ADW by typing <http://adw.lethsd.ab.ca> into your address bar.

Please add the ADW page to your favourites.

OR

From a **school site computer**: Click on the ADW shortcut, which is on every computer desktop in our school district.

Enter your user name and your password (Human Resources will supply you with these).

Refer to the handout for Automated Dispatching Web (ADW), entitled "Logging Unavailability, Viewing Dispatch".

This is also available on the District Website under "STAFF", in the Resources list under ADW, Instructions, and then within the "Quick Reference Guides".

LETHBRIDGE COLLEGIATE INSTITUTE**1701 - 5 Avenue South T1J 0W4****Phone:**(403) 328-9606 **Fax:** (403) 328-9979**E-mail:** lci@lethsd.ab.ca**Website:** www.lethsd.ab.ca/lci**Principal:** Wayne Pallett**Vice Principals:** Rebecca Adamson, Trish Syme, Chris Harris**Administrative Assistant:** Bev Wickenheiser**Operating Times:** Monday - Thursday 8:00-3:00 (Lunch Hrs. Vary)
Friday 8:00 - 12:30**Summary of school programs:** Grades 9-12 High School, Honors program, Advanced Placement program, French Immersion program and English as a Second Language Program**WINSTON CHURCHILL HIGH SCHOOL****1605 - 15 Avenue North T1H 1W4****Phone:** (403) 328-4723 **Fax:** (403) 329-4572**E-mail:** wchs@lethsd.ab.ca**Website:** www.lethsd.ab.ca/churchill**Principal:** Carey Rowntree**Vice Principals:** Angela Wilde, Neil Langevin, Tara Orser**Administrative Assistant:** Sharon Olsen**Operating Times:** *Semester I*

Monday - Thursday 8:00 - 11:27 & 12:17- 3:07

Friday 8:00 - 12:33

Semester II

Monday - Thursday 8:00 - 11:27 & 12:17- 2:57

Friday 8:00 - 12:22

Summary of school programs: Grades 9-12 High School, International Baccalaureate Program, English as a Second Language and Inclusive Education.**CHINOOK****259 Britannia Boulevard West T1J 4A3****Phone:** (403) 320-7565 **Fax:** (403) 381-7414**E-mail:** chs@lethsd.ab.ca**Website:** www.chs.lethsd.ab.ca**Principal:** Kevin Wood**Vice Principals:** Mike Myndio, Tracy Wong, Doug Checkley**Administrative Assistant:** Lora Morris**Operating Times:** Monday - Thursday 8:00 - 2:55

Lunch Flex Times are 10:53-11:25 and 11:25-12:05

Friday 8:00 - 12:07

Summary of school programs: Grades 9-12 High School, Honours, Advanced Placement, English as a Second Language, Inclusive Education.**VICTORIA PARK/LETHBRIDGE ALTERNATIVE SCHOOLS AND PROGRAMS****1515 - 5 Avenue South T1J 2M4****Phone:** (403) 327-3945 **Fax:** (403) 380-6510**E-mail:** watson@lethsd.ab.ca**Website:** www.lethsd.ab.ca/watson**Principal:** Ian Lowe**Vice Principals:** Rod Dueck**Assistant Principal:** Rod Scott**Administrative Assistant:** Tina Carnegie**Summary of school programs:** Knowledge Grades 9-12 and Employability (K&E). Extended hours and summer programs.**Operating Times:** Monday - Thursday

Mon-Thurs 9:00 - 11:30 & 12:00 - 3:30

Friday 9:00 - 12:00

IMMANUEL CHRISTIAN HIGH SCHOOL**802 - 6 Avenue North T1H 0S1****Phone:** (403) 328-4783 **Fax:** (403) 327-6333**E-mail:** ichs@lethsd.ab.ca**Website:** www.ICHS.lethsd.ab.ca**Principal:** Rob vanSpronsen**Assistant Principal:** Roxanne Houweling**Administrative Assistant:** Melanie Gill**Summary of school programs:** Grades 7-12—Junior and Senior High School**Operating Times:** Monday - Friday 8:45 - 11:45 & 12:19 - 3:11