

## DISTRICT DAYS TO REMEMBER

### School Holidays & Professional Learning (PL) Days:

August 31, 2018 (Welcome Back)  
 September 3, 2018 (Labour Day)  
 September 4, 2018 (First Day of School)  
 October 8, 2018 (Thanksgiving)  
 October 9, 2018 (Literacy Day for Elem/MS, Regular Day for HS)  
 October 18, 2018 (Regular School in the A.M. No School P.M.)  
 October 19, 2018 (No School)  
 November 11, 2018 (Remembrance Day)  
 November 12, 2018 (No School)  
 November 13, 2018 (PL Day, No School For Students)  
 November 22, 2018 (No school in pm for MS/HS-No School all day for Elementary)  
 November 23, 2018 (No School For Students)  
 December 24, 2018 - January 4, 2019 (Christmas Break)  
 February 8, 2019 (PL Day, No School For Students)  
 February 18, 2019 (Family Day)  
 February 19 - 22, 2019 (No School For Students)  
 February 21 & 22, 2019 (Teachers' Convention)  
 March 14, 2019 (No School-P.M. Elementary)  
 March 15, 2019 (PL Day, No School For Students)  
 April 1, 2019 (District PL Day, No School For Students)  
 April 19, 2019 (Good Friday)  
 April 22, 2019 (Easter Monday)  
 April 23 - 26, 2019 (Spring Break)  
 May 20, 2018 (Victoria Day)  
 May 21, 2019 (PL Day, No School For Students)  
 June 27, 2019 (Last day of school)

For specific employee group calendars, please visit your Dashboard on ADW.

## Support Staff Substitute Handbook 2018 – 2019



Lethbridge School District No. 51  
 433 - 15 Street South  
 Lethbridge, AB  
 T1J 2Z5  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)

## EARLY EDUCATION PROGRAMS

Early Education Programs are located in most of our Elementary Schools

## PRIVATE PRESCHOOLS

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

Where the Wild Things Grow  
Early Learning Centre Ltd.  
2803 6 Avenue South  
T1J 1E3  
Phone: (587) 425-4855  
Operators: Caitlin Stock  
Keira Irwin  
Julianne Orosz

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

Discovery Nursery School  
155 Jerry Potts Blvd. West  
T1K 6G8  
Phone: (403) 381-0659  
Operator: Melina Warnock

**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:** Angela Wilde**Assistant Principal:** Teri Smith**Administrative Assistant:** Kim Cameron**Operating Times:**

Monday – Thursday

EEP 8:10 - 11:40 &amp; 12:05 - 3:25

Kindergarten 8:15 - 3:35

Grade 1-5 8:15 - 12:10 &amp; 12:30 - 3:35

Friday Grade 1-5 8:15 - 12:00

**Summary of school programs:** K - Grade 5, English as a Second Language

# Education Centre Roster

**SUPERINTENDENT'S OFFICE**

Superintendent of Schools	Cheryl Gilmore
District Principal	Teresa Loewen
Occupational Health and Safety	Blaise MacNeil
Executive Assistant	LeeAnne Tedder
Administrative Assistant	Erica Laliberty

**HUMAN RESOURCES**

Associate Superintendent	Rik Jesse
Director of Human Resources	Rhonda Aos
Executive Assistant	Stacey Wichers
Admin Professional to Director of HR	Amber Ruest
District Administrative Assistant	Jolayne Prus

**BUSINESS AFFAIRS**

Associate Superintendent	Christine Lee
Director of Finance	Mark DeBoer
Director of Technology	Jesse Sadlowski
Coordinator, Payroll & Benefits	Carrie McLaren
Coordinator, Benefits	Lana Johnson
Payroll Clerk	Barbara Raiche

**INSTRUCTIONAL SERVICES**

Associate Superintendent	Morag Asquith
Director, Curriculum	Karen Rancier
Director, Student Services	Ann Muldoon

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

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### SCHOOL INFORMATION

#### HIGH SCHOOLS

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

#### OUTREACH SCHOOLS

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

#### MIDDLE SCHOOLS

GILBERT PATERSON MIDDLE SCHOOL  
SENATOR JOYCE FAIRBAIRN MIDDLE SCHOOL  
LETHBRIDGE CHRISTIAN SCHOOL  
G.S. LAKIE MIDDLE SCHOOL  
WILSON MIDDLE SCHOOL

#### ELEMENTARY SCHOOLS

ECOLE AGNES DAVIDSON SCHOOL  
DR. GERALD B. PROBE SCHOOL  
COALBANKS ELEMENTARY  
FLEETWOOD-BAWDEN SCHOOL  
GALBRAITH SCHOOL  
GENERAL STEWART SCHOOL  
IMMANUEL CHRISTIAN ELEMENTARY SCHOOL  
LAKEVIEW SCHOOL  
LETHBRIDGE CHRISTIAN SCHOOL (includes Grade 8)  
MIKE MOUNTAIN HORSE SCHOOL  
ECOLE NICHOLAS SHERAN SCHOOL  
PARK MEADOWS SCHOOL  
SENATOR BUCHANAN SCHOOL  
WESTMINSTER SCHOOL

### 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:** Mark Blankenstyn

**Vice Principal:** Jackie Fletcher

**Administrative Assistant:** Julie Anderson

#### **Operating Times:**

Monday - Thursday

EEP      8:00 - 11:25 & 11:50 - 3:15

ECS      8:00 - 11:35 & 11:50 - 3:25

Grade 1-5      8:10 - 11:57 & 12:15 - 3:25

Friday Grade 1-5      8:10 - 11:57

**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:** Lenee Veres-Fyfe

**Vice Principal:** Bob White

**Administrative Assistant:** Angie McKenna

#### **Operating Times:**

Monday - Thursday

EEP      8:20 - 11:40 & 12:10 - 3:30

Kindergarten      8:25 - 3:40

Grade 1-5      8:25 - 12:15 & 12:35 - 3:40

Friday Grade 1-5      8:25 - 12:05

**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:** mmh.lethsd.ab.ca**Principal:** Erin Hurkett**Assistant Principal:** David Platt**Administrative Assistant:** Elaine Frederickson**Operating Times:**

Monday - Thursday

EEP 8:10 - 11:35 &amp; 12:00 - 3:22

Kindergarten 8:05 - 11:40 &amp; 12:00 - 3:33

Grade 1-5 8:09 - 11:55 &amp; 12:15 - 3:23

Friday Grade 1-5 8:09 - 11:50

**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

**ECOLE NICHOLAS SHERAN SCHOOL****380 Laval Boulevard West TIK 3Y2****Phone:** (403) 381-1244 **Fax:** (403) 320-1438**E-mail:** sheran@lethsd.ab.ca**Website:** ns.lethsd.ab.ca**Principal:** Deborah Constable**Vice Principal:** Kathy Mundell**Administrative Assistant:** Jeanine Miklos**Operating Times:**

Monday - Thursday

EEP 8:20 - 11:45 &amp; 12:05 - 3:30

Kindergarten 8:20 - 11:55 &amp; 12:05 - 3:40

Grade 1-5 8:20 - 12:10 &amp; 12:30 - 3:40

Friday 8:20 - 11:40

**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.

**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, 2018 are as follows: .

## Educational Assistant Substitutes

\$126.89 Daily Rate

\$ 68.22 Morning Rate

\$ 58.67 Afternoon Rate

## Educational Assistant—Kindergarten

\$136.44 Daily Rate

\$ 68.22 Morning Rate

\$ 68.22 Afternoon Rate

## Educational Assistants - Private Pre-School

\$ 117.34 Daily Rate

\$ 58.67 Morning Rate

\$ 58.67 Afternoon Rate

## Administrative Support, Library Facilitators,

District Administrative Support

\$ 161.89 Daily Rate

\$ 86.24 Morning Rate

\$ 75.65 Afternoon Rate

Substitutes are provided two fifteen minute **OR** one thirty minute UNPAID break (s) for shifts that exceed five hours per day.

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

**SUBSTITUTE LIST****BOOKING & ASSIGNMENT OF SUBSTITUTES**

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, 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) 380-7391**

**IMMANUEL CHRISTIAN ELEMENTARY SCHOOL**

**2010 - 5 Avenue North T1H 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 - Thursday

EEP 8:35 - 11:57

Kindergarten 8:35 - 3:20

Grade 1-5 8:35 - 12:05 & 12:25 - 3:20

Friday Grade 1-5 8:35 - 12:05 & 12:25 - 3:20

**LAKEVIEW SCHOOL**

**1129 Henderson Lake Boulevard South T1K 3B6**

**Phone:** (403) 328-5454 **Fax:** (403) 320-1400

**E-mail:** lakeview@lethsd.ab.ca

**Website:** lv.lethsd.ab.ca

**Principal:** Dawn Ronne

**Vice Principals:** Melanie McMurray

**Administrative Assistant:** Laura Smith

**Operating Times:**

Monday – Thursday

Kindergarten 8:12 - 11:46 & 12:06- 3:40

Grade 1-5 8:20 - 12:10 & 12:43 - 3:40

Friday Grade 1-5 8:20 - 11:55

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

**GALBRAITH SCHOOL****1801 - 8 Avenue A North T1H 1C5****Phone:** (403) 327-3653      **Fax:** (403) 327-1975**E-mail:** galbraith@lethsd.ab.ca**Website:** gal.lethsd.ab.ca**Principal:** Sandy Scheldrup**Vice Principal:** Andy Tyslau**Administrative Assistant:** Tracy VanSon**Operating Times:**

Monday – Thursday

EEP      8:05 - 11:28 &amp; 12:02—3:25

Kindergarten      8:05 - 11:39 &amp; 12:02 - 3:36

Grade 1-5      8:15 - 11:45 &amp; 12:20 - 3:40

Friday Grade 1-5      8:15 - 11:55

**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.

**GENERAL STEWART SCHOOL****215 Corvette Crescent South T1J 3X6****Phone:** (403) 328-1201      **Fax:** (403) 320-1435**E-mail:** stewart@lethsd.ab.ca**Website:** gs.lethsd.ab.ca**Principal:** Chris Harris**Administrative Assistant:** Brenda Oman**Operating Times:**

Monday – Thursday

Kindergarten      8:14 - 12:00

Grade 1 - 5      8:14 - 12:10 &amp; 12:30 - 3:28

Friday Grade 1- 5      8:14 - 12:00

**Summary of school programs:** Kindergarten to Grade 5 program

**LOCAL POLICIES FOR SUBSTITUTES****POLICY 401.4**

The Board recognizes that the employees 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](http://www.lethsd.ab.ca)**

**Expectations**

- I. 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 from the Administrative Assistant
  - c. Assume the duties of the absent employee.
  - d. Attend all in-school meetings, unless excused by the principal
  - e. Participate in school events, extra-curricular activities, etc., particularly if you are 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 employee's absence is extended, that absent employee must use LADS to extend the assignment; and therefore 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. If you change your address or phone number or wish to be taken off the substitute list, contact Human Resources at (403) 380-5321.
- 7. 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.

**COALBANKS SCHOOL**

**230 Coalbanks Boulevard West TIJ 4V4**

**Phone:** (403) 394-9076

**Fax:** (403) 394-9628

**E-mail:** coalbanks@lethsd.ab.ca

**Website:** cb.lethsd.ab.ca

**Principal:** Joey Gentile

**Vice Principal:** Ainsley Croil

**Administrative Assistant:** Christina Cardinal

**Operating Times:**

Monday – Thursday

Kindergarten 8:16 - 11:50 & 12:01 - 3:35

Grade 1-5 8:20 - 12:10 & 12:30 - 3:35

Friday Grade 1-5 8:20 - 11:40

**Summary of school programs:** K - Grade 5, Spanish Bilingual Program for Kindergarten and Grade 1

**FLEETWOOD-BAWDEN SCHOOL**

**1222 - 9 Avenue South TIJ IV4**

**Phone:** (403) 327-5818

**Fax:** (403) 380-4236

**E-mail:** fleetwood@lethsd.ab.ca

**Website:** www.lethsd.ab.ca/fleetwood

**Principal:** Craig Dejong

**Vice Principal:** Carlie Ramotowski

**Administrative Assistant:** Dawn Levenne

**Operating Times:**

Grade	A.M. Start	Nutrition Break #1	Nutrition Break #2	End Time
EEP	8:10-11:34			11:54-3:18
ECS	8:10-11:44			12:00-3:28
GR 1-5	8:10	10:20 - 10:55	1:00 - 1:35	3:28
Friday	8:10			11:55

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



**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:** gpro.lethsd.ab.ca**Principal:** Heather Hadford**Vice Principal:** Candice Vercillo**Administrative Assistant:** Jennifer Durling**Operating Times:**

Monday - Thursday

EEP 8:20 - 11:41 &amp; 12:03 - 3:25

Kindergarten 8:06 - 11:40 &amp; 12:00 - 3:32

Grade 1- 5 8:10 - 12:00 &amp; 12:30 - 3:27

Friday Grade 1- 5 8:10 - 11:57

**Summary of school programs:** Kindergarten to Grade 5**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:** ad.lethsd.ab.ca**Principal:** Broc Higginson**Vice Principal:** Terra Legatt**Administrative Assistant:** Sue Alchin-Smith**Operating Times:**

Monday - Thursday

EEP 8:12 - 11:35 &amp; 12:00 - 3:23

Kindergarten 8:20 - 11:55 &amp; 12:07- 3:42

Gr. 1-5 8:20 - 12:00 &amp; 12:45- 3:42

Friday Grade 1-5 8:20 - 12:10

**Summary of school programs:** École Agnes Davidson School is a dual track English and French Immersion school from Kindergarten to grade 5. All special programs (Resource, Early Literacy, Gifted and Talented) are available in English and French.**LADS PHONE NUMBER:** (403) 381-2410**AMBER RUEST:** (403) 380-7391

EMPLOYEE # \_\_\_\_\_

PIN # \_\_\_\_\_

**IT IS IMPERATIVE THAT YOU ARRIVE A MINIMUM OF 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.**

**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**

**Administrative Assistant: Cecelia Harmon**

**Operating Times:**

Grades 1-8                      8:20 -12:15 & 1:00 - 3:25  
 Friday                              8:20 - 12:25

**Note: Kindergarten Program is full days 8:20 - 3:25 Monday through Thursday**

**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.

**GILBERT PATERSON MIDDLE SCHOOL****2109 - 12 Avenue South TIK 0P1****Phone:** (403) 329-0125      **Fax:** (403) 320-8418**E-mail:** paterson@lethsd.ab.ca**Website:** gp.lethsd.ab.ca**Principal:** Darryl Christiansen**Vice Principals:** Lindsey Hagen, Catherine Thorsen**Administrative Assistant:** Luana Komanac**Operating Times:**

Monday, Tuesday, Thursday      8:00 - 11:35 &amp; 12:12 - 3:10

Wednesday\*      8:00 - 2:20

Friday      8:00 - 12:10

\*Early dismissal

**Summary of school programs:**

Grades 6-8 English and French Immersion Programs

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

Monday, Tuesday, Thursday      7:50 - 11:40 &amp; 12:08 - 2:55

Wednesday\*      7:50 - 11:15 &amp; 11:32 - 2:05

Friday      7:50 - 12:15

\*Early dismissal

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

**SENATOR JOYCE FAIRBAIRN MIDDLE SCHOOL**

301 Rocky Mountain Blvd West TIK 6S4

Phone: (403) 327-4521 (temporary)

Email: SenatorJoyceFairbairn@lethsd.ab.ca

Website: SenatorJoyceFairbairn.lethsd.ab.ca

Principal: Bill Bartlett

Vice Principals: Terry Hagel, Rebecca Adamson

Administrative Assistant: Angela Manderville

Operating Times:

Monday - Thursday 8:35- 12:17 & 12:36 - 3:40

Friday 8:35 - 12:19

Summary of Schools programs: Grades 6-8

**G.S. LAKIE MIDDLE SCHOOL**

50 Blackfoot Boulevard West TIK 7N7

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

E-mail: gslakie@lethsd.ab.ca

Website: gsl.lethsd.ab.ca

Principal: Sharon Mezei

Vice Principals: Kyle McKenzie, Tavis Newman

Administrative Assistant: Cathy Widmer

Operating Times:

Grade	A.M. Start	Nutrition Break #1	Nutrition Break #2	End Time
Gr. 6-8	8:20	11:03 - 11:33	1:33 - 1:48	3:40
Wed.	8:20			2:35
Friday	8:20			12:05

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

### Lethbridge Alternative Schools and Programs Operating Times

		A.M.	P.M.
<b>Community Outreach School</b> 1515-5 Ave. S	(403) 327-3945	Mon. -Thurs. 8:40 - 11:30 Friday 8:45 - 12:00	Mon. - Thurs 12:00 - 3:15 Friday - N/A
<b>Harbour House</b> 604-8 Street S.	(403) 329-0088	Mon - Thurs 8:35 -12:00 Friday 8:35 - 12:00	Mon. - Thurs. 1:00 - 3:15 Friday N/A
<b>Pitawani</b> 528 Stafford Dr. No.	(403) 381-5411	Mon.-Thurs 8:35 - 12:00 Friday 8:35 - 12:00	Mon. - Thurs. 1:00 - 3:15 Friday N/A
<b>CAMP Leth. Regional Hospital</b> 920-19 St. So.	(403) 388-6285	Mon - Thurs 8:45 -12:00 Friday 8:35 - 12:00	12:30 - 3:15 Friday N/A
<b>DLA</b> (Located in Park Meadows School) 50 Meadowlark Blvd. N	(403) 380-4500	Mon-Thurs - 8:35 -12:00 Fri. - 8:30 -12:00	1:00 - 3:15
<b>Stafford Ridge</b> 402-6 Ave. North	(403) 388-7612	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](http://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:** lci.lethsd.ab.ca

**Principal:** Wayne Pallett

**Vice Principals:** Trish Syme, Keith van der Meer,  
Gordon Vatcher

**Administrative Assistant:** Minzie Henry

**Operating Times:** Monday - Thursday 7:48 - 3:10 (Lunch hours vary)  
Friday 7:48 - 12:40

**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:** wchs.lethsd.ab.ca

**Principal:** Carey Rowntree

**Vice Principals:** Tracy Wong, Morgan Day, Aaron Fitchett

**Administrative Assistant:** Sharon Olsen

**Operating Times:**  
Monday - Thursday 7:50 - 11:37 & 12:22 - 3:23  
Friday 7:50 - 12:26

**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:** chs.lethsd.ab.ca

**Principal:** Kevin Wood

**Vice Principals:** Mike Myndio, Tara Cunningham, Bill Forster

**Administrative Assistant:** Lora Morris

**Operating Times:** Monday - Thursday 7:50 - 3:05  
Lunch Flex Times 10:53 - 11:25 and 11:25 - 12:05  
Friday 7:50 - 12:17

**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:** lasp@lethsd.ab.ca

**Website:** lasp.lethsd.ab.ca

**Principal:** Ian Lowe

**Vice Principals:** Rod Dueck, Rod Scott

**Administrative Assistant:** Beverly Wickenheiser

**Operating Times:** Monday - Thursday 8:05 - 11:30 & 12:00 - 3:15  
Friday 8:15- 12:15

**Summary of school programs:** Knowledge Grades 9-12 and Employability (K&E). Extended hours and summer programs.

**IMMANUEL CHRISTIAN SECONDARY SCHOOL**

**802 - 6 Avenue North T1H 0S1**

**Phone:** (403) 328-4783 **Fax:** (403) 327-6333

**E-mail:** ichs@lethsd.ab.ca

**Website:** ichs.lethsd.ab.ca

**Principal:** Rob vanSpronsen

**Vice Principal:** Roxanne Houweling

**Administrative Assistant:** Melanie Gill

**Operating Times:** Monday - Thursday 8:35- 11:45 & 12:15 - 3:25  
Friday 8:35 - 3:25

**Summary of school programs:** Grades 7-12, Junior and Senior High School