

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 P.M. 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.

Teaching Staff Substitute Handbook 2018 – 2019



Lethbridge School District No. 51
 433 - 15 Street South
 Lethbridge, AB
 T1J 2Z5
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 TIH 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 & 12:05 - 3:25

Kindergarten 8:15 - 3:35

Grade 1-5 8:15 - 12:10 & 12:25 - 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 teacher substitutes is Rik Jesse,

Associate Superintendent, Human Resources, or Stacey Wichers,
Human Resources.

TABLE OF CONTENTS

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

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 & 12:30 - 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 T1K 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 & 12:00 - 3:22

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

Grade 1-5 8:09 - 11:55 & 12:05 - 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 T1K 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 & 12:05 - 3:30

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

Grade 1-5 8:20 - 12:10 & 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 TEACHER SUBSTITUTES**

Forms Required: Direct Deposit Slip with Void Cheque. TD1 & TD1AB (personal tax credit returns); Statement of Qualifications (TQS) from the Alberta Government; Teacher Qualification Services & Letter(s) from other jurisdictions verifying previous contract teaching experience.

Your payday will be the 9th day of the month following the days you have worked. Should the 9th 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 and you will be able to access the information through the LADS system. You must update Human Resources and Payroll if you have made changes to your banking or other 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:

As per the Collective Agreement, the rate of pay effective September 1, 2018 shall be as follows:

Full Day - \$202.39; inclusive of 4% vacation pay
Morning - \$111.31; inclusive of 4% vacation pay
Afternoon - \$91.08; inclusive of 4% vacation pay

In the case of a substitute teacher being employed more than five consecutive days in the same classroom, the rate of pay shall be in accordance with training and experience as set forth in article 3 of the collective agreement, beginning the 6th day of continuous work, retroactive to the first consecutive day of employment.

**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 teaching staff may personally ask a substitute to fill a vacancy, the school/teaching staff must report the absence into LADS, confirm 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
Stacey Wichers (403) 380-5297

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 - Friday

EEP 8:35 - 11:57

Kindergarten 8:35 - 3:20

Grade 1 - 5 8:35 - 12:05 & 12:20 - 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 & 12:30 - 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 & 12:02 - 3:25

Kindergarten 8:05 - 11:29 & 12:02 - 3:26

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

Regulations

1. Individuals willing to serve as substitutes will provide Human Resources with an application which includes the following:
 - a. Completion of a District teacher application form
 - b. Satisfactory Criminal Records Check (at the applicant's expense)
 - c. Satisfactory Intervention Record Check
(may be obtained from South Region Children's Services; Unit 133, Lethbridge Centre, 200-4 Ave. South; 403-388-7651)
 - d. Confidentiality/Availability form
 - e. TDI form (from payroll)
 - f. Consent for Social Insurance Number
 - g. Copy of the Alberta Teaching Certificate and TQS
 - h. 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 from the Administrative Assistant
 - c. Assume the supervisory 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. The school principal or designate may request through LADS a particular substitute be contacted to cover the duties of an absent employee.
5. Substitute shall be employed in accordance with the provisions of the Collective Agreement and Board Policy. (policy 401.4 Substitute Employees).
6. If you change your address or phone number or wish to be taken off the substitute list, contact Stacey Wichers, in Human Resources at (403) 380-5297.
7. Individuals substituting with the District may be considered for temporary positions that occur during the school year. Individuals who are desirous of being maintained on the substitute list for the next school year should indicate their willingness by completing the forms sent to you during the summer and returning them to Human Resources on or before the prescribed time.

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

EEP 8:17 - 11:40 & 12:02 - 3:25

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 & 12:03 - 3:25

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

Grade 1- 5 8:10 - 11:55 & 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 & 12:00 - 3:23

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

Gr. 1-5 8:20 - 12:00 & 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****STACEY WICHERS: (403) 380-5297**

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 & 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 TIH 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 & 12:18 - 2:55

Wednesday* 7:50 - 11:15 & 11:42 - 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 & 12:46 - 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.
Community Outreach School 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
Harbour House 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
Pitawani 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
CAMP Leth. Regional Hospital 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
DLA (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
Stafford Ridge 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. 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 - 11:45 & 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 - 11:40 & 12:00 - 3:15
Friday 8:20- 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 Principals: Roxanne Houweling

Administrative Assistant: Melanie Gill

Operating Times: Monday - Thursday 8:35- 11:50 & 12:15 - 3:25
Friday 8:35 - 3:25

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