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.
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 & 12:05 - 3:25
  Kindergarten  8:15 - 3:35
  Grade 1-5   8:15 - 12:10 & 12:30 - 3:35
  Friday   Grade 1-5     8:15 - 12:00

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

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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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  8:20 - 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 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 & 12:15 - 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 T1K 3Y2
Phone: (403) 381-1244    Fax: (403) 320-1438
E-mail: sheron@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 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
Daily Rate $126.89
Morning Rate $68.22
Afternoon Rate $58.67

Educational Assistant—Kindergarten
Daily Rate $136.44
Morning Rate $68.22
Afternoon Rate $68.22

Educational Assistants - Private Pre-School
Daily Rate $117.34
Morning Rate $58.67
Afternoon Rate $58.67

Administrative Support, Library Facilitators,
District Administrative Support
Daily Rate $161.89
Morning Rate $86.24
Afternoon Rate $75.65

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.
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@leths.ab.ca
Website: ices.leths.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@leths.ab.ca
Website: lv.leths.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.
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 online at www.lethsd.ab.ca

Expectations

1. 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 an 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.
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 - 12:00 & 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
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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Illness</td>
</tr>
<tr>
<td>2</td>
<td>Unacceptable Classroom Assignment</td>
</tr>
<tr>
<td>3</td>
<td>Assignment at Unacceptable Location</td>
</tr>
<tr>
<td>4</td>
<td>Booked By Another Division</td>
</tr>
<tr>
<td>5</td>
<td>Another Non-Teaching Job Commitment</td>
</tr>
<tr>
<td>6</td>
<td>Personal Commitment</td>
</tr>
<tr>
<td>7</td>
<td>Family Emergency</td>
</tr>
<tr>
<td>8</td>
<td>Vacation</td>
</tr>
<tr>
<td>9</td>
<td>Attending Post-Secondary Education</td>
</tr>
<tr>
<td>10</td>
<td>Accepted Part Time Contract</td>
</tr>
<tr>
<td>11</td>
<td>Pre-arranged, already accepted</td>
</tr>
<tr>
<td>12</td>
<td>Maternity or Paternity Leave</td>
</tr>
<tr>
<td>13</td>
<td>Out of the country</td>
</tr>
</tbody>
</table>

**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.

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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.
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 
# 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 
UNAVAILABILITY
Press 5 for General Employee Options
Press 4 for Unavailability Booking
Press 2 to inquire on or cancel unavailability

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

SENATOR JOYCE FAIRBAIRN MIDDLE 
SCHOOL
301 Rocky Mountain Blvd West   T1K 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   T1K 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A.M. Start</th>
<th>Nutrition Break #1</th>
<th>Nutrition Break #2</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gr. 6-8</td>
<td>8:20</td>
<td>11:03 - 11:33</td>
<td>1:33 - 1:48</td>
<td>3:40</td>
</tr>
<tr>
<td>Wed.</td>
<td>8:20</td>
<td>2:35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8:20</td>
<td></td>
<td>12:05</td>
<td></td>
</tr>
</tbody>
</table>
### Lethbridge Alternative Schools and Programs Operating Times

<table>
<thead>
<tr>
<th>School</th>
<th>A.M.</th>
<th>P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Outreach School</td>
<td>Mon. - Thurs. 8:40 - 11:30</td>
<td>Mon. - Thurs 12:00 - 3:15</td>
</tr>
<tr>
<td>1515-5 Ave. S</td>
<td>Friday 8:45 - 12:00</td>
<td>Friday - N/A</td>
</tr>
<tr>
<td>Harbour House</td>
<td>Mon - Thurs 8:35 -12:00</td>
<td>Mon. - Thurs. 1:00 - 3:15</td>
</tr>
<tr>
<td>604-8 Street S.</td>
<td>Friday 8:35 - 12:00</td>
<td>Friday N/A</td>
</tr>
<tr>
<td>Pitawani</td>
<td>Mon.-Thurs 8:35 - 12:00</td>
<td>Mon. - Thurs. 1:00 - 3:15</td>
</tr>
<tr>
<td>528 Stafford Dr. No.</td>
<td>Friday 8:35 - 12:00</td>
<td>Friday N/A</td>
</tr>
<tr>
<td>CAMP</td>
<td>Mon - Thurs 8:45 -12:00</td>
<td>12:30 - 3:15</td>
</tr>
<tr>
<td>Leth. Regional Hospital</td>
<td>8:35 -12:00</td>
<td>Friday N/A</td>
</tr>
<tr>
<td>920-19 St. So.</td>
<td>Friday 8:35 - 12:00</td>
<td></td>
</tr>
<tr>
<td>DLA</td>
<td>Mon-Thurs - 8:35 -12:00</td>
<td>1:00 - 3:15</td>
</tr>
<tr>
<td>(Located in Park Meadows School)</td>
<td>Fri. - 8:30 -12:00</td>
<td></td>
</tr>
<tr>
<td>50 Meadowlark Blvd. N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stafford Ridge</td>
<td>Mon.-Thurs. 8:35-12:00</td>
<td>1:00—3:15</td>
</tr>
<tr>
<td>402-6 Ave. North</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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**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”.

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**SCHOOL INFORMATION**

**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