**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.
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 & 12:25 - 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.
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OUTREACH SCHOOLS
HARBOUR HOUSE
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PITAWANI
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LETHBRIDGE CHRISTIAN SCHOOL
G.S. LAKIE MIDDLE SCHOOL
WILSON MIDDLE SCHOOL

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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 T1J 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.

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**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, 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
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.
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.
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.

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

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 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 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 & 12:46 - 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></td>
<td></td>
<td>2:35</td>
</tr>
<tr>
<td>Friday</td>
<td>8:20</td>
<td></td>
<td></td>
<td>12:05</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 S. Ave.</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>Friday 8:35 - 12:00</td>
<td>Friday N/A</td>
</tr>
<tr>
<td>DLA (Located in Park Meadows</td>
<td>Mon-Thurs. 8:35 - 12:00 1:00 - 3:15</td>
<td>Fri. - 8:30 -12:00</td>
</tr>
<tr>
<td>School)</td>
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<td></td>
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<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>
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</tr>
</tbody>
</table>

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

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”.

Please add the ADW page to your favourites.
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 Eng-
lish 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, Honours,
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