

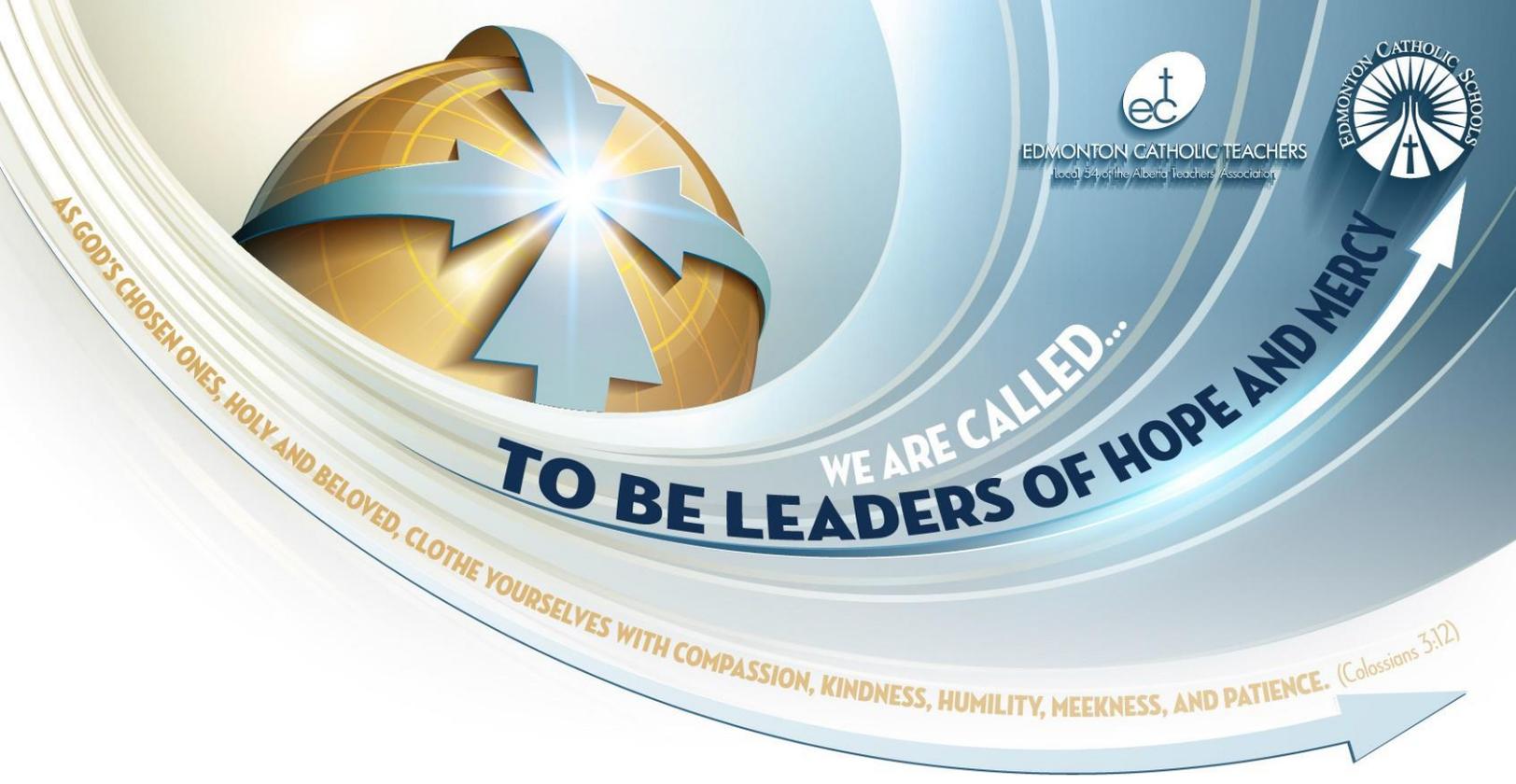


EDMONTON CATHOLIC SCHOOLS

**GENERAL INFORMATION
FOR REPLACEMENT STAFF
TEACHER**

SEPTEMBER 2016





2016-2017 SCHOOL OPENING MASS

Tuesday, August 30, 2016

Seating begins at 8:15am and Mass at 8:55am

We invite all present and former staff to attend our 2016-2017 School Opening Mass.

This year our School Opening Mass will bring us together spiritually in the sacred space of the church. As we celebrate the growth of our District, the School Opening Mass committee explored several ideas to begin the school year in communion with one another. With much thought and consideration, it was decided to celebrate Mass in two faith communities, St. Charles Church and Corpus Christi Church. We are thankful and greatly appreciate the hospitality of these two parishes as they welcome us into their communities.

How will you know which parish to attend?

To ensure we meet capacity requirements at both churches, we ask that you please attend the parish to which your school or site has been designated. A list of schools and sites is included with this invitation. Replacement teachers are asked to please attend the parish of the school where they work most often. For more details, please email Floriana.bruni-bossio@ecsd.net

This year's music ministry will be led under the leadership of Corey Nahayowski (St. Charles Parish) and Beth Pecson (Corpus Christi Parish).



Would you like to sing in the choir?

If you would like to sing in the Choir and you are attending:

- St. Charles Parish (17511 - 112 Street) please RSVP with the choral part you intend to sing (Soprano/Alto/Tenor or Bass) to Corey Nahayowski corey.nahayowski@ecsd.net by June 24, 2016. Please include "Choir for School Opening Mass 2016 St. Charles Parish" in the subject line.
- Corpus Christi Parish (2704 - 34 Street) please RSVP with the choral part you intend to sing (Soprano/Alto/Tenor or Bass) to Beth Pecson Bethsaida.Pecson@ecsd.net by June 24, 2016. Please include "Choir for School Opening Mass 2016 Corpus Christi Parish" in the subject line.
- This year we require instrumentalists for the St. Charles Parish Mass. If you are interested in playing the flute or violin please email Corey Nahayowski by June 24th and include "Instrumentalist for School Opening Mass 2016 St. Charles Parish" in the subject line.

There will be a rehearsal for the choir on Monday, August 29th from 4:00-7:00pm at the respective parishes. We thank Corey and Beth for their leadership in the music ministry.

On behalf of the School Opening Mass Committee, we thank you for your support as we journey together as a faith community. We look forward to sharing this day with you in faith.

Joan Carr

Superintendent

Edmonton Catholic Schools

joan.carr@ecsd.net

Floriana Bruni-Bossio, *Chairperson*

Edmonton Catholic Teachers

School Opening Mass Committee

floriana.bruni-bossio@ecsd.net

School Opening Mass 2016-2017

List of Schools/Sites and Respective Parishes

St Charles Parish (17511-112 Street)

Corpus Christi Parish (2704 - 34 Street)

Trustees are invited to celebrate with their ward

Replacement Teachers from schools listed below

Replacement Teachers from schools listed below

Aboriginal Learning Center

Fresh Start Millwoods

Catholic Education Services

Genesis Early Learning

Central Lions Rec Center

Genesis School

Clareview Rec Center

John Janzen Nature Centre

Commonwealth Rec Center

Meadow Rec Centre

Confederation Leisure Center

Mill Woods Rec Centre

One World One Center

St. Anthony Resource Centre

Sacred Heart Centre

St. Peter- LS Innovation

Service Centre

Terwillegar Rec Centre

Edmonton Valley Zoo

Annunciation

Fresh Start Cardinal Collins

Archbishop Joseph MacNeil

Fresh Start Partners for Youth

Austin O'Brien

Fresh Start Westmount

Blessed Oscar Romero

Anne Fitzgerald

Father Michael Troy

Archbishop MacDonald

Frère Antoine

Archbishop O'Leary

Good Shepherd

Ben Calf Robe : St. Clare

HE Beriault

Bishop Greschuk

Holy Family

Bishop Savaryn

Holy Trinity

Cardinal Collins

J.H. Picard

Cardinal Leger

John Paul I

Father Leo Green

Louis St. Laurent

Grandin

Mary Hanley

Holy Cross

Monsignor Fee Otterson

JJ Bowlen

Monsignor William Irwin

Katherine Therrien

Mother Margaret Mary

Kisiko Awasis (Mountain Cree) School

Our Lady of Mount Carmel

Mother Teresa

Our Lady of the Prairies

Our Lady of Peace

Our Lady of Victories

Sir John Thompson

Sister Annata Brockman

St. Alphonsus

St. Augustine

St. Angela

St. Benedict

St. Anne

St. Boniface

St. Basil/Jean Forest Academy

St. Brendan

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<u>St Charles Parish</u> (17511-112 Street)	<u>Corpus Christi Parish</u> (2704 34 Street)
St. Bernadette	St. Clement
St. Bonaventure	St. Elizabeth
St. Catherine	St. Francis Xavier
St. Cecilia	St. Gabriel
St. Charles	St. Hilda
St. Dominic	St. John XXIII
St. Edmund	St. Justin
St. Elizabeth Seton	St. Kateri
St. Francis of Assisi	St. Martha
St. Gerard	St. Martin
St. Jerome	St. Mary
St. John Bosco	St. Monica
St. Joseph	St. Richard
St. Leo	St. Stanislaus
St. Lucy	St. Teresa
St. Maria Goretti	St. Thomas More
St. Mark	
St. Matthew	
St. Nicholas	
St. Paul	
St. Philip	
St. Pius X	
St. Rose	
St. Timothy	
St. Vincent	
St. Vladimir	

Your 2016 School Opening Mass Planning Committee:

Greg Carabine
 Karen Filewych
 Azza Ghali
 Sandra Haltiner
 Norma Jani

Danielle Kowalchyk
 Kathy MacIsaac
 Susan Makale
 Monique Parrotta
 Terri Peterson

Debbie Pierozinski
 Kyle Porter
 Sandra Talarico
 Ron Zacharko



Our Foundation

EDMONTON CATHOLIC SCHOOLS

The Mission Statement of the District:

A Statement of
21st Century Learning
in Edmonton Catholic Schools

Inspired by

- Love of the Father • Faith in Jesus Christ • Hope from the Holy Spirit

We believe in God and we believe

- that each person is created in the image and likeness of God
- that each child is a precious gift and sacred responsibility
- in the goodness, dignity and worth of each person
- that Christ is our model and our teacher
- in celebrating and witnessing our faith
- in transforming the world through Catholic education
- that Catholic education includes spiritual growth and fulfillment
- that learning is a lifelong journey
- that all can learn and develop their gifts
- in building inclusive Christ-centred communities for service to one another
- that all have rights, roles and responsibilities for which they are accountable
- that Catholic education is a shared responsibility in which parents have a primary role

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

Vision

Our students will learn together, work together and pray together in answering the call to a faith-filled life of service.

Eight Characters of Catholic Education

- Community
- Humanness
- Rationality
- Justice
- Tradition
- Sacramentality
- Spirituality
- Hospitality

Core Values

- Dignity & Respect
- Honesty
- Personal & Communal Growth
- Loyalty
- Fairness

Preparing our students for a world not yet realized

In keeping with our Foundation Statement, the students and staff of Edmonton Catholic Schools commit to 21st century learning. In support of hopeful Christ-centred living, in a society transformed by globalization, technological innovation, and human ingenuity, 21st century learning complements our commitment as a Catholic community of learners, leaders and educators.

Edmonton Catholic Schools fosters faith-based learning that deeply engages all staff and students in 21st century learning opportunities. All facets of the learning system -- curriculum, instruction, assessment, professional learning, accountability and resource allocation -- are in support of 21st century learning. Students will be creative, digitally aware, critical-thinking global citizens, analysts, communicators and producers engaged in learning that is conceptual and authentic within a faith-based environment.

Guided by our moral compass and focused on the common good, students and staff will be self-directed, adaptable, discerning and curious, as they engage individually and collaboratively in 21st century learning.

A Defining Statement of Inclusive Education in Our District - Katholos: Education for Life for All

In accordance with our District Foundation Statement, all *resident students and their parents/caregivers are welcomed into our schools. The Learning Team is committed to collaborating, identifying, applying and monitoring practices enabling all students to reach their potential, spiritually, socially, emotionally, physically and academically within the Programs of Study alongside their peers.

**resident student as defined by the School Act*



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Introduction

The purpose of this handbook is to provide information that will assist replacement teachers to be successful in our schools. All school communities benefit when the replacement teachers are well informed and prepared for the important service they provide to our schools.

Section 1 / District Office – Staff

Edmonton Catholic School District offices are located at:

9807 –106 Street
Edmonton, Alberta T5K 1C2

Telephone: (780) 441-6000
Fax: (780) 441-6147
Website: www.ecsd.net

Following are names of District staff pertinent to the replacement teacher:

- Lisa Benedetto, Staff Replacement Coordinator (AM only)
 - Kris Getschel, Staff Replacement Coordinator
 - Marc Motut, Manager, Staffing (Teachers)
 - Corinne King, Manager, Staffing (Non Certified Staff)
 - Denyse Michelutti, Manager, Employee Services
 - Laurie Pelkie, Assistant Superintendent, Human Resource Services
-

Section 2 / General Information for the Replacement Teacher

On-site

The Principal or his/her designate is responsible for the replacement teacher's assignment at the school.

Article 2.6 (a)

A substitute teacher shall **normally** follow the schedule of the teacher who is absent from duties. School administration may request, and a substitute teacher may agree, to an alteration of the schedule. Failing mutual agreement, school administration may require a substitute teacher adapt to adjustments which might normally occur if the absent teacher was in attendance.

School Timetables:

Remember that each school has its own programming and the routines and procedures in each school community can vary.

The replacement teacher will be assigned for a full-day, a morning or an afternoon.

Article 2.6 (b)

Substitutes who accept half-day (1/2) assignments in sites where the morning timetable extends beyond 12:00 noon **shall be released by 12:00 noon** if they are scheduled for an afternoon assignment at another site.

In reference to Article 2.6 (b), ECS encourages replacement teachers to make reasonable choices when accepting assignments to ensure their availability and to minimize the impact on the schools. Replacement teachers accepting positions in schools where the morning schedules extend past 12:00 p.m. need to consider the logistics of accepting an afternoon assignment. For consistency in filling teacher absences and for the safety of the replacement teacher, a second assignment on the same day needs to be manageable.

Replacement teachers who are on their third full-day or more of their assignment will assume regular supervision and preparation blocks; however, the replacement teacher may be required to provide supervision on the first day or subsequent days of an assignment due to the existing schedule of the teacher absent from duties.

Replacement teachers should dress professionally and according to the dress code. He/she should be a role model for students.

A replacement teacher is expected to maintain a professional conduct at all times. Please refer to the ATA Code of Professional Conduct - www.teachers.ab.ca

Classroom Discipline

It is difficult to generalize about classroom discipline as there are so many factors that create a classroom atmosphere conducive to learning. The general rule is to be FIRM, FAIR and CONSISTENT.

Following are some suggestions in helping maintain classroom discipline:

- Remember that you are the responsible adult.
- Most students will respond to directions that are clear and precise.
- Your demeanor and sense of humour will go a long way in determining your success as a replacement teacher.
- Accentuate the positive. Use recognition, praise and acceptance to ensure a positive learning environment.

If special problems arise, the replacement teacher should turn to the Principal or designate for guidance and/or assistance.

Reporting to the Assigned School

School regulations apply to all, including replacement teachers, including full-day assignments, half-day assignments and early dismissal days.

Do not leave before all students have been dismissed unless authorized by the Principal or designate.

After arriving at the school office, the replacement teacher shall:

- Report to the school administration and state the name of the teacher they are replacing.
- Complete the required sign-in procedure.
- Pick up the keys and any information provided by the teacher absent from duties.

The school administration and/or designate will provide information for the day which includes the room and/or office number, the timetable and the location of replacement teacher plans. This information could include: how to access the office by phone and other phone lines; computer login; class attendance logs; and other in-school specific codes where applicable.

Replacement Teacher Daily Assignments

In the classroom, the replacement teacher shall locate the teacher's plan book, lesson plans and other appropriate materials for the classes of the day. In an emergency, it might not have been possible for adequate plans to be made by the teacher absent from duties. In this instance, the replacement teacher will contact the Principal and/or designate for advice.

Tasks for the Replacement Teacher:

Set-up for the classes:

- Seek clarification or discuss special details and/or events of the day with teachers on staff – they can be a lifeline at times.
- Welcome students and introduce yourself.
- Keep careful records for the regular teacher of the following items: attendance, money collected, special notes from parents, etc.
- Follow teacher assignments carefully and maintain a positive working atmosphere with excellent classroom behavior.
- Monitor and assist students with assignments.
- Never leave the class unattended.
- Never attempt to restrain or discipline a student using physical contact of any form.

Student Teachers:

If there is a practicum student assigned to the class, the student teacher will proceed with the teaching assignment defined by his/her cooperating teacher. The replacement teacher is not responsible for evaluation or feedback; however, a positive comment directed to the student teacher would be appropriate and welcomed.

Items Requiring Principal Approval

A replacement teacher must follow these guidelines regarding student care:

- Students are not allowed to leave school under any circumstances without authorization from the Principal or designate.
- Written or telephone communications with parents require authorization of the Principal or designate.
- Visitors to the school are not to interview students without authorization of the Principal or designate.
- Any student who appears to be ill should be sent to the office accompanied when appropriate, by one or two students.
- Students must not be detained after hours without authorization from the Principal or designate.
- Student transfers and withdrawals must be sent to the school office.

Special Needs and Medically Dependent Students

The increasing number of students on medication has serious implications on the role of teachers. It is not incumbent upon the replacement teacher to provide medical treatment beyond what is reasonable.

Replacement teachers should follow the directions left by the classroom teacher regarding procedures for students with special needs and medically dependent students. Extra information may be provided by the Principal or designate.

Section 3/ Staff Replacement (Certified Staff)

The staffing replacement desk is open every school day from 7:30 a.m. – 3:30 p.m. to offer assistance to staff and replacement staff. Please call (780) 441-6059 or (780) 441-6008

Accessing Aesop

Telephone: 1 800 942-3767 (1 800 94 AESOP)

Website: www.aesoponline.com

Your sign on ID is your home telephone number including the area code (780 + 7 digit telephone number with no punctuation).

If you do not already have a PIN, email AesopSupport@ecsd.net. You may change that PIN using the link (Change PIN).

The “**Quick Start User Guide**” covers functions available to substitutes in AESOP.
<https://help.frontline12.com/Sub/HelpPage/index.htm>

The “**Basic Training Video**” and the “**Advanced Training Video**” will also provide some help in getting to know the site.

“**Available Jobs**” allows you to view the assignments for which you have the necessary qualifications.

“**Scheduled Jobs/Past Jobs**” shows you which assignments you have completed and those for which you are already booked.

“**Add Non-Work Day**” blocks your availability for a particular day.

“**Preferences**” allows you to set times for the automatic system to call you. You can also tell it not to call you at all. Please note that this is the automated system. Staff Replacement might still call you in cases of need.

If you have not already done so, please phone AESOP at **1-800-94-AESOP** and voice your name on the phone. This will allow employees to pre-arrange assignments with you and then put your name into the absence via the telephone. You only need to do this once.

Web-mail and PeopleSoft Access

Upon completion of your first replacement assignment, your work information will be transferred into the Human Resources data system from AESOP. This process typically takes a minimum of **7 business days** before you are able to receive the information necessary to access your webmail and PeopleSoft account.

Following the 7th day, contact the Help Desk at (780) 441-6111 to ask for assistance in setting up your webmail and PeopleSoft account. You will be given your employee number and a user name. You will then be directed to follow the specific procedures to activate and access your Webmail and PeopleSoft as outlined in **“Steps for Accessing Webmail and PeopleSoft” (found in Appendix V).**

If at any time throughout the school year a replacement teacher has not subbed for **90** consecutive days, the teacher will be denied email access and removed from the replacement roster for the remainder of the 2016-2017 school year.

Each year all replacement staff need to reapply. See Appendix VI (page 26) for details.

If you are preparing calling cards, you should be using your ECSD e-mail address. If you have never accessed your ECSD e-mail, please go to webmail.ecsd.net, click on the **“Logon Mail”** icon and follow the webmail login instructions.

Accepting an Assignment

It is best to consider first those assignments for which you have the qualifications and training. Generally, we have replacement staff that has the qualifications for most types of positions in the district. Notwithstanding this, we do recognize that there are times when a teacher is required regardless of qualifications. Staff Replacement could be calling you at the last minute to cover an assignment that may not be in your area of expertise. At that point, our goal is to fill an absence and we do appreciate your assistance and flexibility.

Administrative Regulation 211 states that replacement staff must not replace a family member. That means that parents, siblings and spouses must not accept such assignments.

****Also, replacement staff is required to accept assignments throughout the District and not remain exclusive to a number of schools only.**

There are a few ways to accept an assignment:

1. You choose an assignment from openings that appear on the internet.
2. You are telephoned by the system on the evening or early morning prior to the beginning of the job.
3. You are telephoned by Staff Replacement after the telephone system has stopped calling out.

***Replacement teachers receiving calls directly from a staff member or the school administrator is no longer an option for accepting an assignment. All assignments must be processed through the AESOP system.**

Regardless of how you accept a position, be certain that the job appears on your schedule in AESOP. You will only be paid for positions that appear on your schedule.

Cancelling an Assignment

At this time, employees can cancel an assignment. In order for this "privilege" to continue, there are a few protocols that must be followed. Please note that administrators and staff members treat the cancellation of assignments very seriously.

- You must call the staff member you are replacing or the school administration prior to canceling a position.
 - If that is not possible, call Staff Replacement (7:30 am-3:30 pm) for further instructions.
-

-
- When a substitute teacher **cancels an assignment within 12 hours of the assignment start time, AESOP will not give that substitute access to further assignments on that day.** This is designed to assist in improving our fill-rates as last minute cancellations are often unfilled and require internal coverage.
 - Do not cancel within 12 hours of the beginning of the assignment unless it is an emergency. Replacement staff have until 6:00 p.m. the day prior to the assignment to cancel.

Increasing the Chances of Being Called or Securing a Contract position

The most successful way of securing jobs is to ensure you do the best job you can when you are in a position. Teachers and administrators are more likely to call back someone who provided good service. If you have calling cards, leave one at the office so they know how to contact you. If you use a cell to communicate, be aware that all schools do not allow students or staff to have their cells on during school hours.

When you work at a school for the first time, ensure that you meet some or all of the school administration. Principals post positions on www.applytoeducation.com for long term replacements during the year and replacement teachers will receive an email indicating the details of the posting and can apply to positions of interest for which they qualify. Principals are more likely to remember you if you did a good job while at the school and might consider your application for the position.

Health Benefits

For information see the Alberta School Employee Benefits Plan website at www.asebp.ab.ca

Valid Alberta Teaching Certificate

To teach in the Alberta Education system, all teachers must hold valid teaching authority prior to commencement of employment with a school authority. For further information on teacher certification in Alberta please visit www.teachercertification

Interim Certificate Applicant

An interim professional certificate is provided to teachers upon completion of the requirements for a Bachelor of Education degree or to certificated teachers from outside of the province. If you require an extension of your interim certification from Alberta Education, contact Rianna.Harder-Brennan@ecsd.net Human Resource Services.

Permanent Certificate Applicant

To be eligible for a permanent certificate, a teacher must meet the conditions outlined on the Alberta Education's website at www.teachercertification. See the section "Teacher Certification".

Name Change:

If your name has changed you must obtain a new teaching certificate and notify Human Resource Services.

Banking

If you are new to the replacement roster or have changed banking information please provide Human Resource Services with a copy of a void cheque for direct deposit.

Long-term Assignments for Replacement Teachers

When a long-term assignment has been established, Article 10, Schedule A and B, of the collective agreement provides information for salary according to the salary grid [ATA Collective Agreement](#).

Salary Determination and Grid Placement

Human Resource Services use a teacher's TQS evaluation (which is based on years of acceptable post-secondary education), along with an assessment of the teacher's years of teaching experience (as governed by the relevant collective agreement), to ascertain a teacher's placement on the salary grid. Replacement teachers are paid a daily rate as per the ATA collective agreement. On the third and subsequent consecutive student days, which comprises the same and total teaching assignment, inclusive of holiday pay, 1/200th of the salary rate applicable to the teacher concerned, pro-rated in accordance with the basic salary schedule. Therefore, it is necessary that a TQS and previous teaching experience be submitted as soon as possible. [ATA Collective Agreement](#)

Previous Teaching Experience

The onus of substantiating previous teaching experience with school boards other than the Edmonton Catholic Separate School District rests with the teacher. A description of all teaching experience must be submitted in order to be paid correctly. You must include contract type, the number of days taught in each school year and the full time equivalency. The information must come directly from each past school board. Replacement teaching with our board shall be counted toward experience.

Teacher Qualification Services (TQS)

The mandate of the Teacher Qualifications Service (TQS) is to provide teachers in Alberta with an evaluation of their educational qualifications for salary purposes according to the principles established by the Teacher Salary Qualifications Board (TSQB). For information on how to obtain a copy of this document visit the ATA Teacher Qualification Service website at www.teachers.ab.ca/tqs

Professional Development - [Professional Learning Sessions ECS](#)

Replacement teachers are invited to participate in the professional development activities that are offered by District departments. You can view the opportunities by going to and clicking on the Staff Development Calendar link.

Section 4 / Payroll Information

Payroll Procedures

Monthly payroll is directly deposited on the last banking day of the month. All statutory deductions are made before money is deposited.

Payroll is processed according to the cutoff day of the schedule provided at the beginning of the school year. Do pay close attention to the exact dates included in each monthly payroll. Any discrepancies should be discussed with the Manager, Pay and Benefits. Adjustments will appear in the following pay period.

REGULAR AND CASUAL PAYROLL DEADLINES

<u>MONTH</u>	<u>TIME SHEET</u> <u>Submission</u>	<u>CUT-OFF</u>	<u>PAYDATE</u>	
SEP. 2016	19-Sep-2016	21-Sep-2016	30-Sep-2016	
OCT. 2016	18-Oct-2016	20-Oct-2016	31-Oct-2016	
NOV. 2016	17-Nov-2016	21-Nov-2016	30-Nov-2016	
DEC. 2016	12-Dec-2016	14-Dec-2016	23-Dec-2016	early CUT-OFF
JAN. 2017	18-Jan-2017	20-Jan-2017	31-Jan-2017	
FEB. 2017	14-Feb-2017	16-Feb-2017	28-Feb-2017	
MAR. 2017	13-Mar-2017	15-Mar-2017	24-Mar-2017	early CUT-OFF
APR. 2017	13-Apr-2017	19-Apr-2017	28-Apr-2017	
MAY. 2017	17-May-2017	19-May-2017	31-May-2017	
JUN. 2017	16-Jun-2017	20-Jun-2017	30-Jun-2017	
THA: July/Aug Advances				
for "CC" teachers			30-Jun-2017	
July. 2017	18-Jul-2017	20-Jul-2017	31-Jul-2017	
Aug. 2017	18-Aug-2017	22-Aug-2017	31-Aug-2017	

Please be advised, if you work after the cut-off date, will be paid at next month. Timesheets need to send to payroll 2 days before cut-off date.

Pay Rates

Day-to-Day Replacement Teacher Assignments: Day-to-day pay rate is established by the collective agreement between Edmonton Catholic Schools and the Alberta Teachers Association. **Effective September 1, 2015 day-to-day rates are: \$223.00 (full day), \$135.00 (half day).**

Record of Employment

A record of employment is required to apply for employment insurance benefits. This document will be issued by Edmonton Catholic Schools payroll department for the following reasons:

- Replacement teacher indicates, in writing, of his/her intention to terminate employment.
- Replacement teacher is unemployed for a period of one week or more.
- At the end of the school year, the district will submit employment insurance information on-line. The substitute teacher must then go to the Employment Insurance website to complete the on-line application form.

Appendix I - Alberta Teacher Association

Tips for replacement teachers from the Alberta Teacher Association

- 1) Obtain a valid Alberta Teacher's certificate or special letter of authority from Teacher Certification and Development, Alberta Education, 11160 Jasper Avenue, Edmonton, Alberta T5K 0L2, telephone (403) 427-2045.
 - 2) Apply to the Teacher Qualifications Service (TQS), the Alberta Teacher's Association, for an assessment of your university education. TQS is located in Barnett House, 11010-142 Street NW, Edmonton, Alberta T5N 2R1, telephone (780)447-9400 (in Edmonton) or 1-800-232-7208 (from elsewhere in Alberta).
 - 3) Obtain verification of past teaching experience from official sources.
 - 4) Read and become familiar with the School Act, the Teaching Profession Act, the Code of Professional Conduct, the Criminal Code of Canada, The Alberta Teacher's Association Bylaws, including those on discipline and the Association's monographs: *Teachers Rights, Responsibilities and Legal Liabilities* and *Substitute Teachers: Integration into the School System* (available through the Association).
 - 5) Make yourself available for work.
 - 6) Arrive at the school in sufficient time before class to familiarize yourself with the school, its rules, other staff members, and your teaching assignment and, if not previously done, the lesson plans.
 - 7) Leave a written statement of your activities and any other information you believe to be pertinent for the absent teacher.
 - 8) Report to the school administration office at the conclusion of your assignment.
 - 9) Keep an accurate record of hours worked. These will affect your eligibility for permanent certification, employment insurance and pensionable service. Regularly verify your records against those of your employer.
-

Appendix II - Self-Evaluation Tool

Self-evaluation is the process whereby teachers examine their teaching in terms of effective behaviors, attitudes and feelings. The purpose of this process is professional growth. It is viewed as a most effective method of examining one's own teaching.

As a replacement teacher, the extent to which I	Excellent	Satisfactory	Unsatisfactory	N/A
Check in and out of the school's office				
Introduce myself to staff and students				
Am prepared to start promptly on time				
Become familiar with school operation				
Am familiar with the school's Replacement Teacher's				
Get to know key personnel				
Am knowledgeable about current developments in curriculum				
Closely follow the lesson plans prepared by the regular teachers				
Maintain an atmosphere conducive to learning				
Provide for and monitor necessary resources				
Maintain normal classroom rules and procedures				
Circulate among students as they work				
Praise students appropriately				
Consult with school administration about procedures to follow for student illness				
Follow directions left by the teacher regarding school wide procedures				
Instruct students regarding any dangers inherent in a given situation				
Make use of the replacement teacher information provided by the classroom				
Mark extra work that I assign				
Effectively carry out the supervisory duties of the classroom				
Leave a clear account of the day's happenings				

Appendix III - [Substitute Teachers' Resources](#)

Appendix IV - Accessing PeopleSoft

1) To access PeopleSoft you will need:

- a User Name (For example: id00001)
- a Passphrase (For new employees the default passphrase is: Employeeid.XXXX)
- an Employee ID number (4 or 5 digit employee id# assigned by HR- which replace the X's above)

***This information can be obtained by contacting the Help Desk at (780) 441-6111**

Every employee must change their passphrase after their first log in. Your passphrase must have a minimum of 10 characters; have at least one upper case letter and one lower case number.

2) Click internet explorer.

3) In the address bar, type: **myecsd.net** PressEnter.

4) ClickStaff

5) Under applications, select **PeopleSoft Self Service**



6) Type you User ID

7) Type your Password

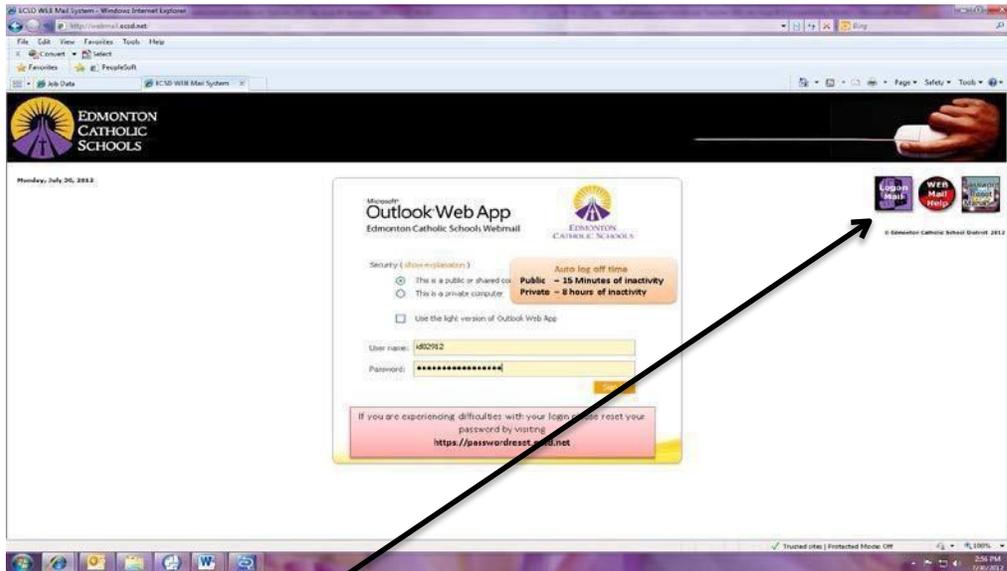
 A screenshot of the Oracle PeopleSoft Enterprise login page. The page features the Oracle logo and the text 'PEOPLESOFT ENTERPRISE'. Below this, there are two input fields: 'User ID:' and 'Password:'. A 'Sign In' button is located below the password field. Below the input fields, there is a message: 'PLEASE USE YOUR NETWORK ID AND PASSWORD e.g) IDXXXXX' and a link for 'Forgot Password?'. At the bottom left, there is a Norton SECURED logo with the text 'This site chose VeriSign SSL for secure e-commerce and confidential communications.'

8) ClickEnter

Appendix V - Accessing Webmail

- 1) Open Internet Explorer
- 2) In the address bar, type: **webmail.ecsd.net** Press **Enter**.

The Edmonton Catholic Schools District Webmail system screen will appear. This is now called **Outlook Web App**.



- 3) Click on the **Logon Mail** icon. The following login dialog box will appear.

Please note: During your first login you will be presented with a screen asking you to configure your region setting. Here is where you can change default language if you prefer. It is very important that you select the right time zone. Outlook Web App uses time zones to set the receive and send time stamps on emails, as well as calendar appointment times. Please make sure you select **Mountain Time**.

Important: Your user name will consist of 7 characters: the letters "id" followed by 5 numbers. You must include the "id" in front of the numbers. (For example: **id00001**)

- 4) In the **User name:** box, type your assigned user name.
- 5) In the **Password:** box, type your Passphrase.
- 6) Click the **Sign in** button.

Have a
question?

For customer service
call 1-877-900-5627 or email
info@applytoeducation.com
7: 30 a.m. – 7 p.m. EST (M- F)



applyto
education

2016-2017 Teacher Replacement Roster Registration Steps:

1. Log into your account on www.applytoeducation.com
2. On the navigation bar under the '**Occasional Employees**' tab click on '**View Openings**'
3. Substitute teachers select job code **#1421108**
4. Answer the mandatory board related questions
5. **Do not upload a resume and cover letter**
6. Scroll down to the bottom of the page and click onto the '**Apply**' button
7. Once you click '**Apply**' a confirmation will appear in your **Job Application Log**

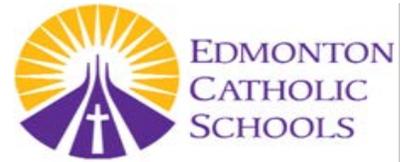
NOTE: If your application does not appear in your **Job Application Log** you have not applied to the posting

What If I Forget My Password

STEP 1: Visit www.applytoeducation.com and click '**Forgot Your Login?**'

STEP 2: Enter your email address and your username your password will be emailed to you

Year-Round School Calendar 2016-2017



First Day of Operation
August 8, 2016
First Day of Instruction
August 9, 2016
Last Day of Instruction
June 29, 2017
Last Day of Operation
June 30, 2017

Labour Day Sept 5
Fall Break Oct 3-14
Remembrance Day Weekend..... Nov 10-11
Christmas Vacation..... Dec 26 - Jan 6
Faith Development Day..... Feb 7
Family Day Feb 20
Teachers' Convention..... Mar 2-3
Spring Break..... Mar 20 to 31
Good Friday Apr 14
Easter Monday Apr 17
Victoria Day Weekend..... May 19-22

MONTH	Operational # of Days	Instructional # of Days
August	18	16
September	21	21
October	11	11
November	20	20
December	17	17
January	17	17
February	19	18
March	13	11
April	18	18
May	21	21
June	22	21
Total	197	191

July 2016							August 2016							September 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October 2016							November 2016							December 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

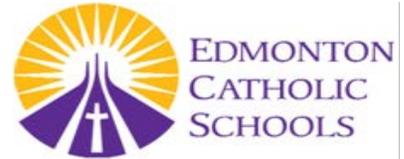
January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6					1	2	3	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

Non instructional Days
 Non-Operational Days
 Cancellation of early dismissal
 Early Dismissal



School Calendar 2016-2017



First Day of Operation
August 30, 2016
 First Day of Instruction
September 1, 2016
 Last Day of Instruction
June 29, 2017
 Last Day of Operation
June 30, 2017

Labour Day..... Sept 5
 Thanksgiving Day Oct 10
 Remembrance Day Nov 11
 Christmas Vacation..... Dec 26 - Jan 6
 Faith Development Day.....Feb 7
 Family DayFeb 20
 Teachers' Convention.....Mar 2-3
 Spring Break..... Mar 27-31
 Good Friday..... Apr 14
 Easter Monday..... Apr 17
 Victoria Day Weekend May 22

MONTH	Operational # of Days	Instructional # of Days
August	2	0
September	21	21
October	20	20
November	21	21
December	17	17
January	17	17
February	19	18
March	18	16
April	18	18
May	22	22
June	22	21
Total	197	191

July 2016							August 2016							September 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October 2016							November 2016							December 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

January 2017							February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6				1	2	3	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

Non instructional Days
 Cancellation of early dismissal
 Non-Operational Days
 Early Dismissal





2016-2017 School Directory

Phone	Fax	School	Level	Address	PC	Principal	Administrative Assistant	LC	AB ED
780 475-9619	780 476-8430	Anne Fitzgerald	K-6	699 Clareview Rd.	T5A 4G3	Jackie Dahlen	Marie-Jeanne Garrity	049	8049
780 484-4319	780 484-3072	Annunciation	K-6	9325 165 St.	T5R 2S5	Jennifer DeStefanis-Dimas	Victoria Jingtling	001	8001
780 471-4218	780 471-1731	Archbishop Joseph MacNeil	K-8	750 Leger Way	T6R 3H4	Fernando Runco	Amanda Ruptash	026	1026
780 451-1470	780 455-5571	Archbishop MacDonald	10-12	14219 109 Ave.	T5N 1H5	John Fiacco	Rossana Paonessa	403	8403
780 476-6251	780 472-2579	Archbishop O'Leary	10-12	8760 132 Ave.	T5E 0X8	David Bouma	Line Savard	404	8404
780 466-3161	780 466-6994	Austin O'Brien	10-12	6110 95 Ave.	T6B 1A5	David Warawa	Anne Waschuk	402	8402
780 471-2360	780 471-3104	Ben Calf Robe: St. Clare	K-9	11833 64 St.	T5W 4J2	Rena Methuen	Anne Hammond	214	8214
780 472-2937	780 472-2946	Bishop Greschuk	K-6	17330 91 St.	T5Z 3A1	Karen Craig	Jolene Almeida	059	8059
780 456-7837	780 456-2354	Bishop Savaryn	K-6	16215 109 St.	T5X 2R2	Joanne Friedt	Cindy Stafford	048	8048
780 428-2705	780 489-2873	Blessed Oscar Romero	10-12	17760 69 Ave.	T5T 6X3	Simon Pryma	Bianca Campbell	428	1028
780 944-2002	780 944-2011	Cardinal Collins	10-12	3802 139 Ave	T57 3E7	Bill Moreau	Melany Fuentes-Rhoads	426	1726
780 475-6262	780 475-5882	Cardinal Léger	7-9	8808 144 Ave.	T5E 3G7	Peter Meurs	Maria Fabiano	287	8287
780 476-0606	780 472-0673	Father Leo Green	K-6	7512 144 Ave.	T5C 2R7	Derek Hatch	Karen Smith	003	8003
780 471-1962	780 471-2089	Father Michael Troy	7-9	3630 23 St.	T6T 1W7	Wendy Robinson	Alanna Orr	025	1025
780 463-2957	780 461-9195	Frère Antoine	K-6	2850 Mill Woods Rd.	T6K 4A1	Suzanne Le Gars	Helen Berube	236	8236
780 444-4299	780 483-1379	Good Shepherd	K-6	18111 57 Ave.	T6M 1W1	Mona Dombroski	Bonnie Gosche	061	8061
780 638-1884	780 638-6844	Genesis School		10537 44 St.	T6A 1W1	Kristen Hodgins	Linda Peterson		1566
780 482-3676	780 488-5859	Grandin	K-6	9844 110 St.	T5K 1J2	Lorelei Hironaka	Joanne Kingma	202	8202
780 489-5490	780 486-3654	H.E. Beriault	7-9	8125 167 St.	T5R 2T7	Nicole Lafreniere	Jackie Fizell	004	8004
780 489-1981	780 489-1195	Holy Cross	K-9	15120 104 Ave.	T5P 0R5	Lorraine Press	Nancy Zubot	203	8203
780 463-8858	780 461-3994	Holy Family	K-9	1710 Mill Woods Rd E.	T6L 5C5	Danita Power	Bonnie Ponich	234	8234
780 462-5777	780 462-5820	Holy Trinity	10-12	7007 28 Ave.	T6K 4A5	Jeanette McMillan	Cecilia Spilak	411	8411
780 433-4251	780 432-1632	J.H. Picard	K-12	7055 99 St.	T6E 3R4	Michelle Dupuis (JH/SH) Guitta Kodersah (Elem)	Martine Paquette	410	8410
780 475-3730	780 473-2137	J.J. Bowlen	7-9	6110 144 Ave.	T5A 1K5	Don Andrews	Elizabeth Rattray	200	8200
780 462-6448	780 463-7249	John Paul I	K-6	5675 38 Ave.	T6L 2Z1	Todd Eistetter	Jodi Bruschetto	053	8053
780 456-0175	780 457-4362	Katherine Therrien	K-6	15040 118 St.	T5X 1Y7	Paula Binassi-D'Amours	Loretta Maddalena	043	8043
403 355-4076	403 450-1380	Kisiko Awasis (Mountain Cree) School		Box 33 Robb, AB	T0E 1X0		Dessa Rattlesnake		
780 470-5657	780 470-5687	Kitaskinaw Educational Authority – Enoch	K-12	Box 90 Enoch, AB	T7X 3Y3	Mike Spadafora	Renita Donald		
780 435-3964	780 437-7228	Louis St. Laurent	7-12	11230 43 Ave.	T6J 0X8	Tom Wasylenko	Theresa Bishop	409	8409
780 461-2551	780 461-2559	Mary Hanley	K-6	3330 37 St.	T6L 5X1	Patrick Lema	Roxanna Selwood	060	8060
780 430-8015	780 433-8052	Monsignor Fee Otterson	K-9	1834 Rutherford Rd.	T6W 0N5	Marie Whelan	Gisele Schmitz	129	1429
780 430-1121	780 430-7742	Monsignor William Irwin	K-6	2629 Taylor Green	T6R 3N8	Christine Kennerd	Beth Cooper	128	1428
780 988-2279	780 988-2356	Mother Margaret Mary	9-12	2010 Leger Rd.	T6R 0R9	Heather Kakup	Theresa Wear	430	1430
780 471-3631	780 471-3649	Mother Teresa*	K-6	9008 105 A Ave.	T5H 4P9	Kyle Porter	Karin Merryfield	027	1027
780 433-1062	780 439-0105	Our Lady of Mount Carmel	K-9	10524 76 Ave.	T6E 1L3	Kevin McGoey	Jacqueline Mailhot	205	8205
780 489-1222	780 489-0868	Our Lady of Peace	K-6	15911 110 Ave.	T5P 1G2	Susan Oreski	Jennifer Lambert	010	8010
780 481-0389	780 444-6483	Our Lady of the Prairies	K-6	17655 64 Ave.	T5T 4A6	Nicole Falcone-Dempsey	Kerri Helberg	058	8058
780 489-7630	780 486-7762	Our Lady of Victories	K-6	7925 158 St.	T5R 2B9	Dan Robinson	Alice Barnabe	011	8011
780 477-2513	780 479-5949	St. Alphonsus*	K-9	11624 81 St.	T5B 2S2	John Groten	Patricia Brown	208	8208
780 455-9743	780 454-1213	St. Angela	K-6	13430 132A St.	T5L 1S3	Dan Friedt	Nancy Sousa	013	8013
780 478-3288	780 473-0475	St. Anne	K-6	14105 94 St.	T5E 6B2	Lynn McLagan	Cindy Pelletier	042	8042
780 435-4949	780 436-5824	St. Augustine	K-6	3808 106 St.	T6J 1A5	Fran Toohey-Connolly	Karen Salembier	038	8038
780 477-3584	780 474-0238	St. Basil/ Jean Forest Academy	K-9	10210 115 Ave.	T5G 0L8	Elana Simington	Patti Somerville	210	8210
780 487-2733	780 481-3159	St. Benedict	K-6	18015 93 Ave.	T5T 1X5	Darrin Deforge	Mary Ann Ploof	232	8232
780 474-4167	780 474-4225	St. Bernadette	K-6	11917 40 St.	T5W 2L1	Patrick Santin	Anna Alves	016	8016
780 476-7257	780 472-1718	St. Bonaventure	K-6	3004 139 Ave.	T5Y 1R9	Ken Pyra	Gail Hanasyk	054	8054
780 434-0294	780 435-4237	St. Boniface	K-6	11810 40 Ave.	T6J 0R9	Robert Madunicky	Marion Comeau	018	8018
780 466-1281	780 466-6057	St. Brendan	K-9	9260 58 St.	T6B 0X1	Dale Astill	Annette Abbenhuis	211	8211
780 426-6933	780 426-6935	St. Catherine*	K-9	10915 110 St.	T5H 3E3	Dwain Tymchyshyn	Sherry Stewart	212	8212
780 476-7695	780 473-7363	St. Cecilia	7-9	8830 132 Ave.	T5E 0X8	Roman Iwanyk	Bonnie LeBlanc	213	8213
780 456-5222	780 456-5231	St. Charles	K-6	10423 172 Ave.	T5X 4X4	Tisa Haesch	Karen Keir	057	8057
780 462-3806	780 463-1948	St. Clement	K-9	7620 Mill Woods Rd.S	T6K 2P7	Jackie Flynn	Joanne Ronaldson	231	8231
780 476-9906	780 476-3657	St. Dominic	K-6	5804 144 Ave.	T5A 1K5	Dean Sullivan	Adele Rouin	020	8020
780 453-1596	780 454-8013	St. Edmund	K-9	11712 130 Ave.	T5E 0V2	Terry Volk	Rose Sayegh	215	8215
780 462-7022	780 463-7411	St. Elizabeth	K-6	7712 36 Ave.	T6K 1H7	Diane Brophy	Shelley Langdon	041	8041
780 478-7751	780 478-7764	St. Elizabeth Seton	K-9	3711 135 Ave.	T5A 2V6	Jeff Fillion	Kim Schur	230	8230
780 476-7634	780 476-3932	St. Francis of Assisi	K-6	6614 129 Ave.	T5C 1V7	Mark Sylvestre	Janice Bowman	216	8216
780 489-2571	780 486-2564	St. Francis Xavier	10-12	9250 163 St.	T5R 0A7	Dan Donnelly	Sandra Potts	405	8405
780 466-0220	780 469-1634	St. Gabriel	K-6	5540 106 Ave.	T6A 1G3	Karoline Irlbacher-Jurijew	Nancy Tremblay	217	8217
780 474-5208	780 474-6257	St. Gerard	K-6	12415 85 St.	T5B 3H3	Gary Rehman	Balvir Badhan	022	8022
780 462-3195	780 461-2188	St. Hilda	7-9	7630 38 Ave.	T6K 2N2	Wendy Ramsankar	Sheridin King	044	8044
780 479-5847	780 479-7727	St. Jerome	K-6	3310 107 Ave.	T5W 0C7	Dean Rootsart	Maria De Oliveira	036	8036

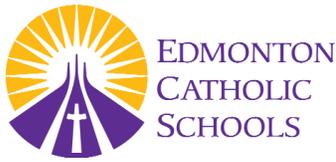


2016-2017 School Directory

Phone	Fax	School	Level	Address	PC	Principal	Administrative Assistant	LC	AB ED
780 471-3140	780 471-3293	St. John Bosco	K6	7411 161 A Ave.	T5Z 3V4	Nicoletta Papanicolas	Rita Raimundo	024	1024
780 469-2451	780 469-2751	St. John XXIII	K9	365 Windermere Rd	T6W 0V9	Michael Kovacs	Danielle Pointer	169	1969
780 426-2010	780 425-1408	St. Joseph/ Jean Forest Academy	1012	10830 109 St.	T5H 3C1	Hugh MacDonald	Martha Moore	407	8407
780 487-2264	780 487-2284	St. Justin	K6	8405 175 St.	T5T 0G9	Laurie Pollitt	Christine Lynch	040	8040
780 440-3322	780 440-2101	St. Kateri	K6	3807 41 Ave.	T6L 6M3	Ida Poulin	Eva Arella-Perri	238	8238
780 477-3372	780 477-7756	St. Leo	K6	5412 121 Ave.	T5W 1N9	Alba Esposito-Brady	Simone Rodgers	220	8220
780 456-0053	780 457-4361	St. Lucy	K6	11750 162 Ave.	T5X 4L9	Silvia Franzese	Irene Weleschuk	055	8055
780 475-0158	780 478-8635	St. Maria Goretti	K6	4214 127 Ave.	T5A 3K6	Lori McDonough	Renee Bourlai	047	8047
780 455-1684	780 454-9883	St. Mark	79	11625 135 St.	T5M 1L1	Joe Gulli	Dianne Nolette	221	8221
780 487-4594	780 481-0323	St. Martha	K6	7240 180 St.	T5T 3B1	Jodi Hertlein	Cathy Wagner	050	8050
780 434-4848	780 434-8230	St. Martin	K6	11310 51 Ave.	T6H 0L7	Walter Kowalchuk	Darka Luciw	028	8028
780 988-6577	780 988-6581	St. Mary	26	490 Rhatigan Rd. E	T6R 2E2	Marcel Evaristo	Judy Ward	237	8237
780 473-6575	780 478-6031	St. Matthew	K6	8735 132 Ave.	T5E 0X7	George Antonakis	Lorraine Ambrosie	029	8029
780 436-7888	780 436-7910	St. Monica	K1	14710 53 Ave.	T6H 4C6	Kristy Desmarais	Natalie Maroney	039	8039
780 474-3713	780 477-0012	St. Nicholas	79	3643 115 Ave.	T5W 0V1	Brad Koshka	Jackie Gannon	223	8223
780 452-1510	780 452-1681	St. Paul	K6	14410 96 Ave.	T5N 0C7	Boyan Yarovenko	Leanne Junck	225	8225
780 475-3566	780 478-9659	St. Philip	K6	8720 144 Ave.	T5E 3G7	Taras Podilsky	Maryanne Ferbey	037	8037
780 453-3941	780 453-3942	St. Pius X	K6	12214 128 St.	T5L 1C5	Krista MacGregor	Kristyn Wildeman	226	8226
780 463-5976	780 462-3253	St. Richard	K6	5704 Mill Woods Rd. S	T6L 3K9	Kathy Sosnowski	Colleen McCarthy-Durand	056	8056
780 483-2695	780 487-8237	St. Rose	79	8815 145 St.	T5R 0T7	Barton Leibel	Cathy Gregoraschuk	227	8227
780 434-0295	780 434-0334	St. Stanislaus	K6	3855 114 St.	T6J 1M3	Floriana Bruni-Bossio	Lynne Wachowicz	032	8032
780 437-6022	780 437-6457	St. Teresa	K6	11350 25 Ave.	T6J 5B1	Lesia Huk	Karen McEachern	051	8051
780 484-2434	780 489-3342	St. Thomas More	79	9610 165 St.	T5P 3S6	Eugenia Kowalczyk	Anita Riva	228	8228
780 456-7375	780 456-5963	St. Timothy	K6	14330 117 St.	T5X 1S6	Phebe Switzer	Carmela da Silva	045	8045
780 452-4474	780 451-6463	St. Vincent	K6	10530 138 St.	T5N 2J6	Azza Ghali	Danielle Pointer	229	8229
780 476-4613	780 476-4638	St. Vladimir	K6	7510 132 Ave.	T5C 2A9	Cyndy Wosnack	Caroline Caputo	034	8034
780 454-9202	780 454-5796	Sir John Thompson	79	13525 132 Ave.	T5L 3R6	Bruno Binassi	Mary Korol	207	8207
780 444-0250	780 444-0392	Sister Annata Brockman	K9	355 Hemingway Rd.	T6M 0L7	Denis Gauthier	Dianne Watkins	127	1427
780 944-2000	780 944-2007	School of Alternative Education		9624 108 Ave.	T5H 1A4		Elaine Pinter	412	8412

Phone	Fax	Site	Level	Address	PC	Administrative Assistant	AB ED
780 441-6000	780 425-8759	Catholic Education Services		9807 106 St.	T5K 1C2	Maureen Rosanova	
Toll Free 1-888-441-6010							
780 644-2918	780 644-1544	Alberta Health Services Youth Addiction Intensive Residential Treatment	7-12	12315 125 St.	T5L 0N4		1174
780 422-7383	780 427-0213	Alberta Health Services Youth Addiction Intensive Day Treatment	7-12	12324 140 St.	T5L 2C9		1576
780 944-2002	780 944-2011	Ascension Collegiate High School Completion Program	12	3802 139 Ave	T5Y 3E7		
780 488-4960	780 482-6810	Employee & Family Assistance Program		404, 10339 124 St.	T5N 3W1	Christine Hefele	
780 453-4500	780 451-3530	Facilities Services		10734 120 St.	T5H 3P7	Valerie Scally	
780 994-2002	780 994-2011	Fresh Start Cardinal Collins		3802 139 Ave	T5Y 3E7	Terri Berthot	8417
780 440-9341	780 440-9628	Fresh Start Mill Woods	8-12	2849 Mill Woods Rd.	T6K 4A9	Sherry Julien	1318
780 471-2220	780 471-2282	Fresh Start Partners for Youth	8-12	4316 118 Ave.	T5W 1A6	Koren Robinson	8419
780 451-4719	780 451-5198	Fresh Start Westmount		11625 135 St.	T5M 1L1	Tennille Moore	8415
780 638-6810	780 638-6844	Genesis Early Learning Centre		10537 44 St.	T6A 1W1	Teresa Chodkiewicz	1566
780 944-2000	780 944-2007	Learning Services Enhancement Sacred Heart Centre		9624 108 Ave.	T5H 1A4	Adele Lafrance	
780 989-3000	780 989-3049 780 989-4949	Learning Services Innovation St. Peter Centre		7330 113 St.	T6G 1L6	Wendy Wharry	
780 989-3005	780 437-7480	Metro Edmonton High School Athletic Association St. Peter Centre		7330 113 St.	T6G 1L6		
780 944-2001	780 944-2006	ONE WORLD . . . ONE CENTRE		12050 95 A St.	T5G 1R7	Eva Gazzola	
780 944-2002	780 451-5198	Our Lady of Grace @ Cardinal Collins	8-12	3802 139 Ave.	T5Y 3E7		
780 451-4719	780 451-5198	Revelation Online		11625 135 St.	T5M 1L1	Jan Doblanko	1522
780 439-7356	780 433-0181	St. Anthony District Archives & Meeting Centre		10425 84 Ave.	T6E 2H3		

* year round schools
August 11, 2016

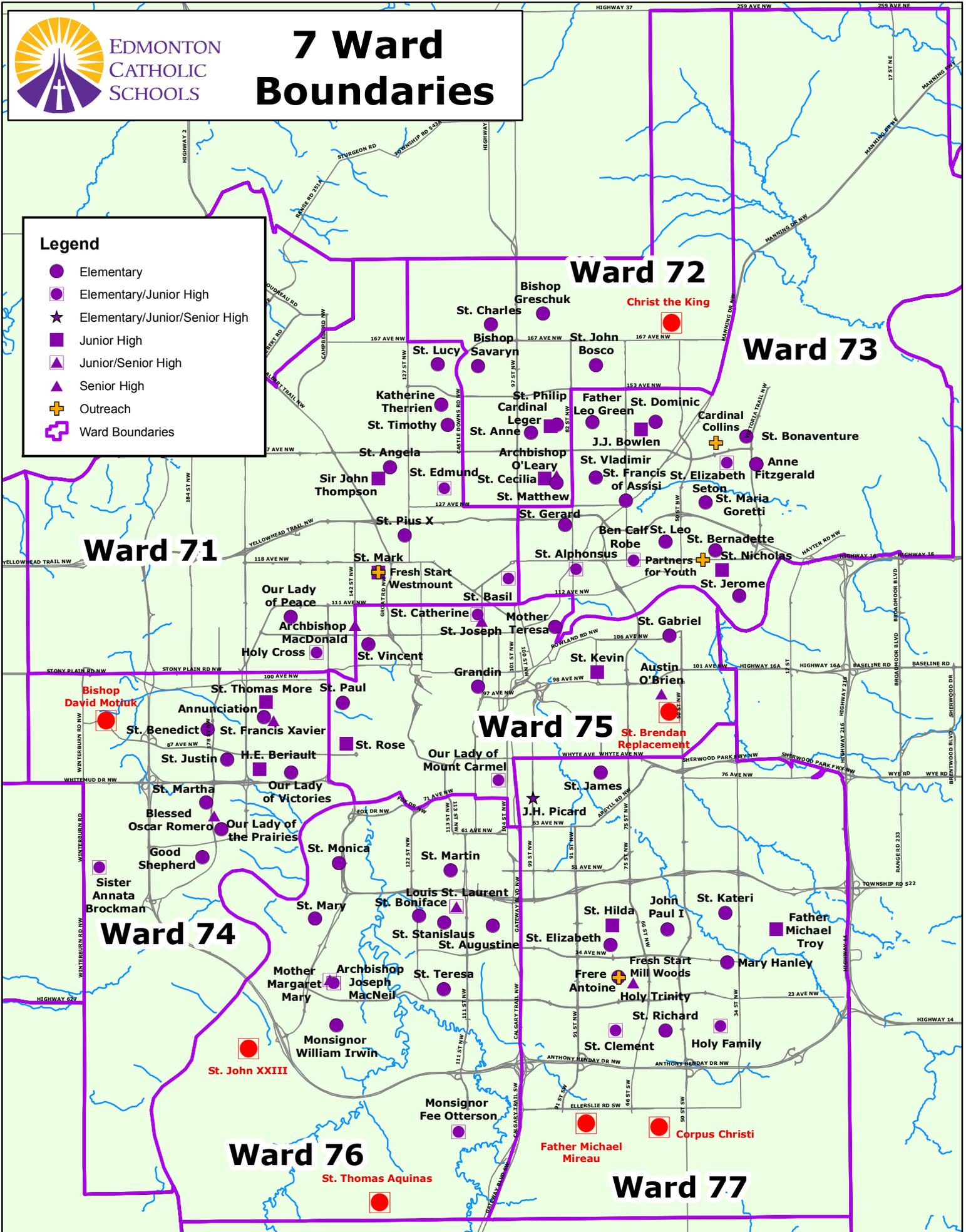


EDMONTON
CATHOLIC
SCHOOLS

7 Ward Boundaries

Legend

- Elementary
- Elementary/Junior High
- ★ Elementary/Junior/Senior High
- Junior High
- ▲ Junior/Senior High
- ▲ Senior High
- + Outreach
- Ward Boundaries





EDMONTON CATHOLIC SCHOOLS - HOURS OF OPERATION 2016-17 SCHOOL YEAR

SCHOOLS	BUS ARRIVAL TIME	START TIME (by Grade)			DISMISSAL TIME (by Grade)			THURS EARLY DISM TIME	Kindergarten Transportation Information						100 Voices			COMMENTS
		1-6	7-9	10-12	1-6	7-9	10-12		AM KDG START	AM KDG DISM	PM KDG START	PM KDG DISM	Kdg on Thurs (Y/N)	Kdg - Thurs Reg / Curb	AM CLASS TIMES	PM CLASS TIMES	THURS (Y/N)	
Anne Fitzgerald	8:35	8:45			3:15			11:58	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:45 - 11:40	12:20 - 3:15	N	
Annunciation	8:20	8:30			3:00			11:55	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A				
Archbishop Joseph MacNeil	8:20	8:30	8:30		2:50	2:50		12:10	8:30	10:55	11:48	2:50	Y	curb				
Archbishop MacDonald	8:40 (ETS)			8:50			3:26	12:28										
Archbishop O'Leary	8:05 (ETS)			8:15			2:55	12:00										
Austin O'Brien	8:10 (ETS)			8:20			2:48	11:59										
Ben Calf Robe: St Clare	8:30 (ETS & Y)	8:40	8:40		3:05	3:05		11:55	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:35 - 11:24	12:16 - 3:05	N	
Bishop Greschuk	8:25	8:35			3:02			12:00	8:35	11:10	12:00	3:05	Y	curb				Thursday KDG Dism at 11:12
Bishop Savaryn	8:10 S	8:25			2:57			11:53	8:20	11:20	12:02	3:02	N	N/A	8:20 - 11:17	12:02 - 2:59	N	NO bussing for 100 Voices
Blessed Oscar Romero	8:10 (Y) 8:15 (ETS)			8:25			3:04	12:00										
Cardinal Leger	8:10 (ETS)		8:30				2:55	11:58										
Father Leo Green	8:24	8:34			3:15			12:00	8:29	11:10	11:50	3:10	Y	curb				
Father Michael Troy	8:30 (ETS)		8:43				3:00	12:00										
Frere Antoine	8:20 S	8:30			3:15			11:55	8:25	11:30	12:10	3:15	N	N/A				
Good Shepherd	8:30	8:40			3:20			12:00	8:40	11:20	12:05	3:20	Y	curb	8:35 - 11:35	12:20 - 3:20	N	NO bussing for 100 Voices
Grandin	8:20	8:35			3:15			11:50	8:30	11:13	12:08	3:15	Y	curb	8:30 - 11:31	12:09 - 3:10	N	NO bussing for 100 Voices
H E Beriault	8:20		8:30				3:03	11:21										
Holy Cross	8:15	8:25	8:25		3:00	3:00		12:00	8:20	11:20	12:00	3:00	N	N/A		12:00 - 3:00	N	NO bussing for 100 Voices
Holy Family	8:20 (ETS & Y)	8:31	8:31		3:00	2:59		12:00	8:20	11:07	11:48	3:00	Y	curb	8:20 - 11:14	12:06 - 3:00	N	AM KDG THURS DISM 11:08 Jr High Thurs Dism 11:58
Holy Trinity	8:10 (ETS)			8:26			3:06	12:04										

Prepared: May 27, 2016

Revised: June 3, 2016



EDMONTON CATHOLIC SCHOOLS - HOURS OF OPERATION 2016-17 SCHOOL YEAR

SCHOOLS	BUS ARRIVAL TIME	Kindergarten Transportation Information						100 Voices			COMMENTS							
		START TIME (by Grade)			DISMISSAL TIME (by Grade)			THURS EARLY DISM TIME	AM KDG START	AM KDG DISM		PM KDG START	PM KDG DISM	Kdg on Thurs (Y/N)	Kdg - Thurs Reg / Curb	AM CLASS TIMES	PM CLASS TIMES	THURS (Y/N)
		1-6	7-9	10-12	1-6	7-9	10-12											
J H Picard	8:15 (ETS & Y)	8:30	8:35	8:25	2:52	2:52	3:00	12:01	8:25	11:35	11:42	2:52	N	N/A				Yellow Buses are scheduled around Senior High times (Elem & Jr High Thurs Dism 12:00)
J J Bowlen	8:10 (ETS & Y)		8:21			2:46		11:48										
John Paul I	8:12 S / 8:17	8:27			3:00			11:40	8:22	11:25	12:00	3:00	N	N/A	8:21 - 11:19	12:01 - 3:00	N	NO bussing for 100 Voices
Katherine Therrien	8:23 D	8:33			3:10			11:22	8:29	11:28	12:11	3:10	N	N/A	8:29 - 11:28	12:11 - 3:10	N	
Louis St. Laurent	8:10(ETS) 8:10 Y		8:26	8:24		3:00	3:05	11:35										Jr High Thurs Dism 11:35 Sr High Thurs Dism 12:15 Routing based on Junior High Times NEW - curb service on Thursdays - dism @ 11:05
Mary Hanley	8:13 D	8:28			3:02			11:46	8:23	11:12	11:56	3:02	Y	curb				
Monsignor Fee Otterson	8:05(ETS) 8:05 Y	8:15	8:20		2:55	2:55		11:45	8:15	10:55	11:40	2:55	Y	curb				KDG DISM on Thursday at 11:15 Jr High Thurs Dism 11:50
Monsignor William Irwin	8:35	8:45			3:20			12:10	8:40	11:39	12:20	3:19	N	N/A				NO KDG on Thursday
Mother Margaret Mary	8:10 (ETS)		8:25	8:25		2:55	2:51	12:31										Jr & Sr High Thurs Dism 12:31
Mother Teresa	8:05 arrival	8:30			3:00			12:00	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:09-11:10	12:00 - 3:00	N	Year-round schooling (August 9-June 29). ALL program buses to arrive at 8:05. Starting Oct ?? - On Thursdays double trip at 11:49 and 3:00 for route 180
Our Lady of Mount Carmel	8:40(ETS) 8:35 Y	8:48	8:50		3:05	3:05		12:18	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A				
Our Lady of Peace	8:25	8:35			3:00			12:05	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:35-11:30	12:05-3:00	N	AM 100 Voices arrival 8:35, pick up 11:15, depart at 11:30
Our Lady of the Prairies	8:14	8:24			2:55			11:56	8:20	11:20	11:58	2:58	N	N/A	8:20-11:15	12:00 - 2:55	N	NO bussing for 100 Voices
Our Lady of Victories	8:25	8:35			3:05			12:04	8:30	11:08			Y	curb	8:30-11:28	12:07-3:05	N	NO bussing for 100 Voices
Sir John Thompson	8:30-8:33		8:43			3:08		12:17										
Sister Annata Brockman	8:00(ETS) 8:11 Y	8:21	8:27		2:53	2:55		11:59	8:15	11:18	11:51	2:53	N	N/A				Jr High Thurs Dism 11:55
St Alphonsus	8:30(ETS) 8:28 Y	8:38	8:40		3:00	3:00		12:07	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:30-11:29		N	Year-round schooling (August 9 - June 29)



EDMONTON CATHOLIC SCHOOLS - HOURS OF OPERATION 2016-17 SCHOOL YEAR

SCHOOLS	BUS ARRIVAL TIME	Kindergarten Transportation Information						100 Voices			COMMENTS							
		START TIME (by Grade)			DISMISSAL TIME (by Grade)			THURS EARLY DISM TIME	AM KDG START	AM KDG DISM		PM KDG START	PM KDG DISM	Kdg on Thurs (Y/N)	Kdg - Thurs Reg / Curb	AM CLASS TIMES	PM CLASS TIMES	THURS (Y/N)
		1-6	7-9	10-12	1-6	7-9	10-12											
St Angela	8:15	8:25			2:55			11:38	8:20	11:20	11:50	2:50	N	N/A	8:20 - 11:20	11:50 - 2:50	N	NO bussing for 100 Voices
St Anne	8:20 S	8:30			2:51			11:57	8:30	11:02			Y	curb				AM KDG in on Thursdays - No PM KDG
St Augustine	8:20	8:30			3:00			11:54	8:25	11:27	11:58	3:00	N	N/A	8:25-11:19	12:06-3:00	N	NO KDG on Thursdays NO bussing for 100 Voices
St Basil/Jean Forest	8:35	8:45	8:45		3:15	3:14		11:58	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A				
St Benedict	8:20 S	8:30			3:05			11:43	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A				
St Bernadette	8:20	8:30			2:57			12:12	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:25-11:23		N	NO PM 100 Voices
St Bonaventure	8:23	8:33			3:00			11:57	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A				
St Boniface	8:20 S	8:30			3:05			12:00	8:30	11:00	12:05	3:05	Y	curb				AM KDG THURS DISM 11:40
St Brendan <i>re-opening 2016</i>	8:35	8:40	8:48		3:05	3:00		12:05	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:35 - 11:35	12:00 - 3:00		NO bussing for 100 Voices
St Catherine	8:08	8:18	8:18		2:45	2:43		12:13	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:10-11:03	11:50-2:43	N	Year-round Schooling (August 9 to June 29). Jr High Thurs Dism 12:11
St Cecilia	8:00 - 8:05		8:25			2:46		12:00										
St Charles	8:10	8:20			2:51			11:25	8:20	11:19	11:52	2:51	N	N/A				
St Clement	8:20 (Y & ETS)	8:30	8:30		3:00	3:00		11:52	8:30	11:30	12:00	3:00	N	N/A				
St Dominic	8:20 S	8:30			3:00			12:00	8:25	11:23	12:03	3:00	N	N/A	8:25 - 11:16	12:10 - 3:00	N	
St Edmund	7:55 D	8:10	8:10		2:35	2:35		11:40	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:10 - 11:10	11:40 - 2:35	N	NO bussing for 100 Voices
St Elizabeth	8:25 S	8:35			3:00			12:10	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:20-11:15	12:15-3:10	N	
St Elizabeth Seton	8:10 (ETS)	8:20	8:25		2:51	2:52		12:00	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A				
St Francis of Assisi	8:25	8:35			3:00			12:00	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:30 - 11:25	12:10 - 3:05	N	
St Francis Xavier	8:00 (ETS)			8:14			2:45	Friday 12:52										

Prepared: May 27, 2016

Revised: June 3, 2016



EDMONTON CATHOLIC SCHOOLS - HOURS OF OPERATION 2016-17 SCHOOL YEAR

SCHOOLS	BUS ARRIVAL TIME	Kindergarten Transportation Information						100 Voices			COMMENTS									
		START TIME (by Grade)			DISMISSAL TIME (by Grade)			THURS EARLY DISM TIME	AM KDG START	AM KDG DISM		PM KDG START	PM KDG DISM	Kdg on Thurs (Y/N)	Kdg - Thurs Reg / Curb	AM CLASS TIMES	PM CLASS TIMES	THURS (Y/N)		
		1-6	7-9	10-12	1-6	7-9	10-12													
St Gabriel	8:25	8:35			3:00			12:00	8:30	11:15			Y	curb	8:35 - 11:38			N		
St Gerard	8:15	8:25			2:50			11:58	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:25 - 11:18	12:00 - 2:56		N		
St Hilda	8:30 (Y & ETS)		8:40			3:00		12:02												
St Jerome	8:39 D	8:48			3:20			11:55	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A		12:22 - 3:20		N		
St John Bosco	8:20	8:30			3:00			12:01	8:22	11:28	11:55	3:00	N	N/A						
St John XXIII <i>opening 2016</i>	8:10 (Y)	8:25	8:25		2:50	2:50		12:05	8:20	11:20	11:50	2:50	N	N/A						
St Joseph	8:40 (ETS)			8:50			3:17	12:42												
St Justin	8:23	8:33			3:00			12:00	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:28 - 11:22	12:08 - 3:00		N		
St Kateri	8:24	8:34			3:00			12:03	8:34	11:33	12:03	3:00	N	N/A	8:32 - 11:30	12:02 - 3:00		N	NO bussing for 100 Voices	
St Leo	8:12 D	8:30			2:50			11:54	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:25 - 11:20			N		
St Lucy	8:20	8:30			3:00			12:01	8:25	11:07	11:47	3:00	Y	curb						
St Maria Goretti	8:37 D	8:45			3:15			11:54	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A						
St Mark	8:20 (ETS)		8:30			2:58		11:48												
St Martha	8:20	8:30			3:10			11:40	8:24	11:19	12:16	3:11	N	N/A	8:25 - 11:17	12:18 - 3:10		N		
St Martin	8:14 S	8:29			3:19			11:43	8:29	11:32	12:15	3:19	N	N/A					NO KDG on Thursdays	
St Mary	8:14 S	8:30			3:10			11:55												
St Matthew	8:18 S	8:35			3:10			12:00	8:35	11:13	11:55	3:10	Y	curb	8:30 - 11:29	12:09 - 3:08		N	NO bussing for 100 Voices	
St Monica	8:20 S	8:30			2:59			11:45	8:30	11:29	12:00	2:59	N	N/A	8:30 - 11:29	12:00 - 2:59		N	NO bussing for 100 Voices	

Prepared: May 27, 2016

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EDMONTON CATHOLIC SCHOOLS - HOURS OF OPERATION 2016-17 SCHOOL YEAR

SCHOOLS	BUS ARRIVAL TIME	START TIME (by Grade)			DISMISSAL TIME (by Grade)			THURS EARLY DISM TIME	Kindergarten Transportation Information						100 Voices			COMMENTS								
		1-6	7-9	10-12	1-6	7-9	10-12		AM KDG START	AM KDG DISM	PM KDG START	PM KDG DISM	Kdg on Thurs (Y/N)	Kdg - Thurs Reg / Curb	AM CLASS TIMES	PM CLASS TIMES	THURS (Y/N)									
St Nicholas	8:15 (ETS) 8:00 D		8:20			2:45		11:18																		
St Paul	8:20	8:30			3:05			11:58	8:30	11:44				N	N/A											
St Philip	8:17 S	8:30			2:56			11:54	8:25	11:22	11:59	2:56		N	N/A											
St Pius X	8:20	8:30			2:59			11:56	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:25 - 11:15	12:15 - 3:05		N								
St Richard	8:13 S	8:25			2:52			11:47	8:20	11:18	11:53	2:52		N	N/A	8:30 - 11:28	12:10 - 3:09		N					NO bussing for 100 Voices		
St Rose	8:15 (ETS)		8:31			2:45		12:08																		
St Stanislaus	8:25 S	8:35			3:17			11:48	8:30	11:30	12:17	3:17		N	N/A											
St Teresa	8:15 S	8:25			3:00			12:00	8:20	11:23	11:58	3:00		N	N/A											
St Thomas More	8:10(ETS) 8:08 Y		8:20			2:47		11:28																		
St Timothy	8:20	8:30			3:00			11:43	8:25	11:24	12:01	3:00		N	N/A											
St Vincent	8:20	8:30			3:09			11:59	8:25	11:25	12:09	3:09		N	N/A	8:25 - 11:25	12:09 - 3:09		N						NO bussing for 100 Voices	
St Vladimir	8:15	8:25			2:55			11:58	EXTENDED EXPERIENCE(FULL DAY)				N/A	N/A	8:30 - 11:25	12:00 - 2:55		N						NO bussing for 100 Voices		
Cardinal Collins				9:30			3:20	Friday 12:05																		
Fresh Start Academics Centers (or School of Alternative Education)				9:00			3:30	Friday 12:00																		

DISTRICT-WIDE **PM** PD DAYS (cancel PM)
 DISTRICT-WIDE FULL DAY PD DAYS (cancel all day - ALL GRADES)
 DISTRICT-WIDE FULL DAYS (in full days)
 DISTRICT-WIDE EARLY DISMISSAL DAYS (dismissed early)

OCTOBER 20, 2016 & MAY 25, 2017 (Faith Formation)
 FEBRUARY 7, 2017 (Faith Development Day)
 DECEMBER 12, 2016 & MARCH 23, 2017
 DECEMBER 23, 2016 & MARCH 24, 2017



Substitute Help

Documents

User Guide

Phone Guide  Español  Français

Interactive Home Page Overview

Videos

Basic Web Training

Advanced Web Training

Leaving Feedback

A Phone Call From Aesop