



SYSTEM MEMO

2011/12: # 48

DATE: November 10, 2011

TO: All Elementary and Secondary Occasional Teachers and Educational Assistants
Office Support Staff, Principals and Vice-principals, CUPE, HAPE-OTL, OSSTF

FROM: Mandy Savery-Whiteway, Superintendent of Education, Human Resources Support
Services
Sue Taylor, Human Resources Officer - Teaching
Karen Fox, Human Resources Officer – Support Staff

RE: Job cancellations due to inclement weather and bus cancellations

Background

Clear communication regarding job cancellations due to inclement weather and bus cancellations support 21st Century Learning and the Employee Excellence goal in the AiM System Plan. Each school year, occasional staff are asked to follow the inclement weather and bus cancellation process during the winter months.

Current situation

Below are some reminders and an attached chart indicating that on inclement weather days occasional teachers and supply educational assistants are asked to listen to local radio stations for bus cancellations and to determine whether their assignment will continue as scheduled. Casual assignments for elementary school secretaries will continue regardless of bus cancellations to ensure office coverage.

Action

1. Please review the attached chart: "Inclement Weather and Bus Cancellation Days - Winter 2011-2012".
2. When cancelling a job, occasional staff are requested to notify the school rather than Human Resources Support Services. It is the responsibility of the staff member to cancel the job on SEMS from their own phone, which will allow the job to call out again for reassignment. If the absence and/or revision is after the absence has occurred, only the SEMS Operator can make changes to the absence.

Contacts

- **Sue Taylor**, Human Resources Officer - Teaching, ext. 2238 staylor@hpedsb.on.ca
- **Karen Fox**, Human Resources Officer – Support Staff, ext. 2242 kfox@hpedsb.on.ca



INCLEMENT WEATHER / BUS CANCELLATION DAYS – WINTER 2011 – 2012

On inclement weather days, Occasional Teachers and Supply Educational Assistants are asked to listen to the local radio stations for bus cancellations. Bus cancellations are broadcast at regular intervals from approximately 7:00 a.m.

Please refer to the following list for directions regarding supply assignments.

PLEASE NOTE: In the event that some but not all, buses for the school to which a staff member has been assigned to work has been cancelled, please contact the school for further direction before leaving home **unless otherwise directed in the list below. Casual assignments for elementary school secretaries will continue regardless of bus cancellations to ensure office coverage.** Bus number information may change periodically. Staff should monitor changes to bus information via the applicable school office. Tri-Board Transportation Services also provides current bus information at www.triboard.on.ca

Elementary Schools				
SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Bayside School Group				
Bayside Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	7:30 am - 3:30 pm Partial Bus cancellations Please contact school office for further instruction.	962-0694	308, 326, 331, 443, 444, 445, 446 448, 450,460, 470, 471, 491, 493 ,609, 616, 631, 640, 643, 661, 663, 668, 673, 674, 679, 684, 685, 694, 814, 846, 876,879
Frankford Public School	Complete bus cancellations supply assignments automatically cancelled. Unless otherwise directed by the school)	8:30 am - 4:00 pm	398-6425	427, 470,674, 894, 896
Stirling Junior Public School	Complete bus cancellations supply assignments automatically cancelled. Unless otherwise directed by the school)	8:30 am - 4:30 pm Partial bus cancellations, please contact school for further direction.	395-3343	308, 326, 405, 429, 443, 445, 446,460, 640, 683(am only), 684, 685 (pm only), 687, 892 405 (am only), 429 (pm only)



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Stirling Primary School	Complete bus cancellations supply assignments automatically cancelled. Unless otherwise directed by the school)	8:30 am - 4:30 pm Partial bus cancellations, please contact school for further direction.	395-3308	308, 326, 405 (am only), 429 (pm only), 443, 445, 446 460, 640, 683, 684, 685, 687, 892 683 (am only), 685 (pm only)
Stirling Senior Public School	Complete bus cancellations supply assignments automatically cancelled. Unless otherwise directed by the school)	8:15 am - 4:15 pm Partial bus cancellations please contact the school for further direction.	395-3389	308, 326, 405, 429, 443, 445, 446 460, 640, 683, 684, 685, 687, 688 892
Centennial School Group				
Foxboro Public School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:30 am – 4:30 pm	962-5151	330, 423, 424, 471, 476, 482, 681, 807
Prince Charles School (Belleville)	Supply assignments required as scheduled.	8:00 am - 4:00 pm	962-0247	317,340,643
Sir John A. MacDonald School	Supply Assignments Required as scheduled.	8:00 am - 4:00 pm	962-6400	643, 453,454
Susanna Moodie Elementary School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:30 am – 3:30 pm Partial bus cancellations, please contact the school for further direction.	966-8186	316, 332, 340, 451 , 624, 646, 820, 845, 861, 864, 325



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Centre Hastings School Group				
Earl Prentice Public School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:30 am - 4:30 pm Partial bus cancellation, please contact school office for direction.	472-2323	416, 458, 462, 463, 464, 465, 466 467 475, 480, 487, 494, 458 (am only)
Madoc Public School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	7:30 am – 3:00 pm Partial bus cancellation, please contact school office for direction. If tournaments cancelled due to weather, supply coverage cancelled.	473-2487	410, 411, 412, 414, 415, 416, 420 422, 441, 463, 467, 469, 475, 481, 482 487, 494, 617, 633, 808
Madoc Township Public School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:10 am - 2:30 pm	473-2902	442, 459, 626, 651
Marmorata Senior Public School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:30 am - 4:00 pm	472-2222	416, 458 (am only), 462, 463, 464, 465, 466 467, 475, 480, 487, 494
S.H. Connor School	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:30 am - 4:30 pm	478-2714	313 (a.m.), 412 (p.m.), 420, 469, 477, 481, 488, 617, 627, 629, 682, 818, 890, 891
Tweed-Hungerford Senior Public School	Supply Assignments Automatically Cancelled (Unless otherwise directed by the school)	8:30 am - 4:30 pm	478-2719	313, 412, 420, 469, 477, 481, 488, 617, 627, 629, 682, 818, 890, 891



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Moira School Group				
Deseronto Public School	Contact School Administration by 8:00 a.m.	8:45 am - 3:20 pm	396-2448	No buses
Harry J. Clarke Public School	Supply assignments required as booked (Unless otherwise directed by the school)	7:45 am to 4:15 pm	969-0140	311,356, 451, 615,645,648,673, 715, 825, 882, 887, 889 and Shuttle Buses for Sir Winston Churchill site 311,615,645,673
Queen Elizabeth School (Belleville)	Supply assignments required as booked (Unless otherwise directed by the school)	8:30 am - 4:30 pm	968-9173	888
Queen Victoria School	Supply assignments required as booked (Unless otherwise directed by the school)	8:30 am – 4:00 pm	968-4547	311,888,889
North Hastings School Group				
Bird's Creek Public School	Supply Assignments Automatically Cancelled (Unless otherwise directed by the school)	8:25 am - 3:15 pm Partial cancellations contact school office for direction	332-3721	339, 381, 385, 393, 399
Coe Hill Public School	Complete bus cancellation, supply assignments automatically cancelled unless otherwise directed by the school.	8:50 am - 3:10 pm	337-5711	379, 383, 384, 388, 403



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Hermon Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 3:10 pm Partial cancellation contact school office for direction.	332-2897	361, 362, 386
Maynooth Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 3:30 pm Partial cancellation contact school office for direction.	338-2816	351, 357, 367, 394, 398
York River Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 4:30 pm	332-1833	320, 321, 323, 352, 354, 355, 358, 359, 363, 364, 365, 368, 369, 370 373, 375, 380, 382, 387, 391, 392, 395, 396, 397, 400, 401, 402, 404, 408
Prince Edward School Group				
Athol –South Marysburgh Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 4:15 pm Partial cancellation contact school office for direction.	476-3974	341,602, 611, 832, 835, 836
C.M.L. Snider School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:45 am - 4:45 pm Partial cancellation contact school office for direction.	399-3474	344 (pm),406 (am),696, 848, 849, 880
Kente Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 4:30 pm Partial cancellation contact school office for direction.	962-7533	409, 862, 869, 870, 873, 895, 897



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Massassaga-Rednersville Public School	Supply Assignments Required as Booked Unless All Buses Are Cancelled	8:45 am - 4:15 pm	962-2717	612, 844, 846, 898
Pinecrest Memorial Elementary School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 4:30 pm Partial bus cancellations, please contact office for direction.	393-3262	607, 654, 655, 658, 656, 657, 853, 878, 881, 885
Queen Elizabeth School (Picton)	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	7:30 am - 3:30 pm (If tournaments cancelled due to weather, supply coverage cancelled also. School will confirm all other cancellations.)	476-6475	341, 602, 603, 658, 659, 695, 832, 878, 880, 881
Sophiasburgh Central School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:30 am - 4:00 pm Partial bus cancellations, please contact office for direction.	476-2800	605, 613, 841, 842, 855, 860

Quinte School Group				
Harmony Public School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:00am - 4:00 pm Partial bus cancellations, please contact office for direction.	962-7867	300, 302, 304, 333, 425, 447, 449, 472, 473, 474



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Hillcrest Public School	Supply Assignments Required as Booked Unless ESP Class. Please Contact the School Office for Clarification.	9:00 am- 4:00 pm	962-1177	311, 451, 490, 825
Park Dale School	Supply Assignments Required as Booked (Unless otherwise directed by the school)	8:00 am – 4:00 pm	962-1341	312,360,452, 490 825(pm only)
Prince of Wales Public School	Supply Assignments Required as Booked (Unless otherwise directed by the school)	8:00 am.- 4:00 pm	968-8321	312,325, 332,454, 453,492,643, 820,889
Tyendinaga Public School	Supply Assignments Required as scheduled. Unless All Buses Are Cancelled	8:30 am-4:30 pm	962-4447	310,319, 338, 342, 439, 490, 498, 638, 661, 667
Trenton School Group				
Breadner Elementary School	Occ. Teacher assignments required. E.A. assignments please contact principal.	8:30 am - 4:30 pm	394-1394	407, 697, 698, 884
College Street Public School	Supply Assignments Required as Booked (Unless otherwise directed by the school)	8:30 am - 4:30 pm	392-4524	432
North Trenton Public School.	Supply Assignments Required as Booked (Unless otherwise directed by the school)	8:30 am - 4:30 pm	392-6294	No buses



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Prince Charles Public School (Trenton)	Supply assignments required as scheduled.	8:15 am - 4:15 pm	392-5461	407,430,433, 434,495,697,884
Queen Elizabeth Public School (Trenton)	Supply Assignments Required as Booked (Unless otherwise directed by the school)	8:30 am - 4:30 pm	392-5004	428, 431
V.P. Carswell Elementary School	Supply assignments required as scheduled.	8:45 am - 4:00 pm	392-8845	No buses

Secondary Schools

Secondary School Group

Bayside Secondary School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	7:30 am - 3:30 pm Partial Bus Cancellations Please Contact V.P. Nancy Popovich at ext. 2119 or school office if not available.	966-2922	308, 326,330,331, 336, 443, 444, 445, 446, 448, 450, 460, 470, 471, 491, 493, 495, 609, 616, 631, 640, 643, 661, 663, 668, 673, 674, 679, 684, 685, 694,698 814, 846, 876, 879
Centennial Secondary School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	7:30 am - 3:30 pm Partial bus cancellations please contact school office for direction.	962-9233	302, 303, 304, 307, 309, 318,319 327, 348, 360, 423, 472, 473,476, 485, 490, 492,610, 681,697,715, 830, 869, 876, 879



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SCHOOL	STATUS	OFFICE HRS	TELEPHONE	BUS NUMBERS
Centre Hastings Secondary School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	7:00am - 4:00 pm Partial bus cancellations, please contact the school for further direction.	473-4251	405, 410, 411, 412, 414, 415, 416 420, 422, 441, 442,458, 462, 463, 464, 465 466, 467, 468, 469, 475, 480, 481 482, 487, 494, 617,628, 629, 633, 808, 818, 890,
Moira Secondary School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	7:30 am -3:30 pm Partial bus cancellations, occasional teachers/E.A.'s would still be required.	962-8668	309, 312,319, 356,484, 485, 492, 496, 610,650, 661, 715, 825, 862
North Hastings High School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	Questions: Contact Lynn Andrews after 6:30 a.m. (613) 332-3046 or school office if not available.	332-1220	320, 323,352, 354, 355, 358 359, 363, 364, 365, 368, 369, 370 373, 375, 380, 382, 387, 391, 392 395, 396, 397, 399,400, 401, 402, 404,408
Prince Edward Collegiate Institute	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	7:15am -2:30 pm Partial bus cancellations, please contact the school for further direction	476-2196	341, 344, 453,602, 603, 605, 607,611 613, 654,655,656,657, 695, 696 832, 835, 836, 841, 842, 848 849, 853, 855, 878, 880,881,883,885
Quinte Secondary School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	7:30 am - 3:30pm Partial bus cancellations, please contact the school for further direction.	962-9295	300,303, 310, 311, 312, 318, 319, 327, 340, 342, 360, 439, 449, 474, 476, 483, 484, 485,490,497, 498, 625,698
Trenton High School	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	7:30 am- 3:30 pm Partial bus cancellations, please contact the school for further direction	392-1227	301,314, 315, 316, 317, 324, 328, 329, 406, 409, 426 427, 428, 429,430, 431, 432, 433, 434, 435, 437, 606, 609,612, 624, 697, 809, 819, 845,861 864, 887, 888,892 893,894 895,896,897,898

If you are not able to make contact with someone in the office, please leave a message.