



Hastings and Prince Edward  
District School Board

Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

Possibilities  
TODAY & TOMORROW

## SYSTEM MEMO

2018-2019 #48

**DATE:** November 1, 2018

**TO:** All Principals, Vice-principals, Occasional Teachers, Educational Assistants, Designated Early Childhood Educators, Office Support Staff, CUPE, HAPE-OTL and OSSTF

**FROM:** Laina Andrews, Superintendent of Education, Human Resources Support Services

**RE:** Job cancellations due to inclement weather and bus cancellations

---

### Background

The [2015-2020 Strategic Plan](#) establishes the vision of all students prepared and empowered for the possibilities of today and tomorrow. Public Confidence and Well-Being have been established as priorities and are supported by the associated goals related to being leaders in public education and creating welcoming, inclusive and safe learning environments that optimize students' potential.

Each school year occasional employees are asked to follow the following inclement weather and bus cancellation process during the winter months.

### Current situation

Occasional teachers, educational assistants and designated early childhood educators are asked to listen to local radio stations for bus cancellations and to determine whether their assignment will continue, as scheduled. The attached chart provides information related to each school and bus numbers. Casual assignments for elementary school secretaries will continue regardless of bus cancellations to ensure office coverage.

### Action required

1. Please post this information in a central location of the school.
2. All occasional teachers, educational assistants and designated early childhood educators are to review the attached chart Inclement Weather and Bus Cancellation Days.
3. When cancelling a job, occasional employees must notify the school rather than Human Resources Support Services. It is the employee's own responsibility to cancel the job on SEMS, which will allow the job to call out again for reassignment. If the absence and/or revision are after the absence has occurred, only the SEMS operator can make changes to the absence.

### Contacts

- **Karen Fox**, Human Resources Officer – Support Staff, ext. 62242 [kfox@hpedsb.on.ca](mailto:kfox@hpedsb.on.ca)
- **Sue Taylor**, Human Resources Officer - Teaching, ext. 62238 [staylor@hpedsb.on.ca](mailto:staylor@hpedsb.on.ca)



Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

### INCLEMENT WEATHER AND BUS CANCELLATION DAYS

On inclement weather days, occasional teachers, supply educational assistants and supply designated early childhood educators are asked to listen to the local radio stations for bus cancellations. Bus cancellations are broadcast at regular intervals from approximately 6:30 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 have 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 Student Transportation Services also provides current bus information at [www.triboard.on.ca](http://www.triboard.on.ca)

ELEMENTARY SCHOOLS				
School	Status	Office Hours	Telephone	Bus Numbers
<b>Bayside School Group</b>				
<b>Bayside Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	7:30 a.m. -3:30 p.m. Partial bus cancellations please email administration or contact school office for further direction.	962-0694	302, 304,308, 326, 330 443, 444, 445, 446, 448, 450, 460, 470, 471, 472, 473, 483, 491, 493 ,495, 609, 612,616, 631, 640, 643, 659, 661, 663, 668, 673, 674, 679, 681, 684, 685, 694, 814, 846, 876, 879
<b>Frankford Public School</b>	Complete bus cancellations supply assignments automatically cancelled. Unless otherwise directed by the school)	9:15 a.m. -3:35 p.m. Partial bus cancellations please email administration or contact school office for further direction.	398-6425	427, 470,674, 894, 896
<b>Stirling Public School</b>	Complete bus cancellations supply assignments automatically cancelled. Unless otherwise directed by the school)	9:20 a.m. -3:400 p.m. Partial bus cancellations please email administration or contact school office for further direction.	395-3389	308,326,405,429,443,444,445,446,460, 485,640,683,684,685,687,892
<b>Centennial School Group</b>				
<b>Centennial Secondary School Elementary Grades 7 &amp; 8</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	8:15 am- 2:30 pm Partial Bus cancellations please email administration or contact school office for further direction	962-9233	302, 303, 304,310, 318, 319, 327, 342, 348, 423, 447, 449, 453,472, 473, 474, 476, 483, 484, 485,490, 496, 625, 641, 681, 697, 715, 820,825, 830, 837, 869, 870, 873, 876, 879, Central 1 and 2 taxi
<b>Foxboro Public School</b>	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	9:20 a.m. – 3:40 p.m.	962-5151	330,424, 426, 471, 476, 482,612 680,681



Hastings and Prince Edward  
District School Board

Possibilities  
TODAY & TOMORROW

Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

<b>ELEMENTARY SCHOOLS</b>				
<b>School</b>	<b>Status</b>	<b>Office Hours</b>	<b>Telephone</b>	<b>Bus Numbers</b>
<b>Park Dale School</b>	Supply assignments required as scheduled (Unless otherwise directed by the school)	9:00 am –3:20 pm	962-1341	313, 332, 334, 453,490, 697, 820, 882, 889 ,Central taxi 5
<b>Prince Charles School (Belleville)</b>	Supply assignments required as scheduled.	8:55 a.m. – 3:15 p.m.	962-0247	318, 340,645
<b>Sir John A. Macdonald School</b>	Supply assignments required as scheduled.	8:30 a.m. – 2:50 p.m.	962-6400	610
<b>Susanna Moodie Elementary School</b>	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	9:20 a.m. – 3:40 p.m. Partial Bus cancellations please email administration or contact school office for further direction.	966-8186	332, 493, 646, 820, 825,845, 861, 882, 889, Central 3 (taxi)
<b>Centre Hastings School Group</b>				
<b>Madoc Public School</b>	Complete bus cancellations, supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:10 a.m. – 2:30 p.m. Partial Bus cancellations please email administration or contact school office for further direction	473-2487 - 1 <sup>st</sup> 473-4292 – 2 <sup>nd</sup>	410, 411, 412, 414, 415, 422, 441, 457, 463,464, 465, 466, 468,480, 481, 482, 487, 494, 617, 633, 808, 890
<b>Madoc Township Public School</b>	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	8:10 a.m. - 2:30 p.m.	473-2902	442, 459, 626, 651
<b>Marmora Public School</b>	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	9:20 a.m. – 3:40 p.m. Partial Bus cancellations please email administration or contact school office for further direction.	472-2222	457,458, 463, 464, 465, 466, 467, 480, 486, 487, 494
<b>Tweed Elementary School</b>	Complete bus cancellations, supply assignments automatically cancelled (Unless otherwise directed by the school)	9:15 a.m. – 3:35 p.m. Partial Bus cancellations please email administration or contact school office for further direction	478-2714	410,412, 457, 477, 481, 488, 617, 627, 629, 682,818, 890, 891
<b>Eastside School Group</b>				
<b>Deseronto Public School</b>	Supply assignments required as scheduled. (Unless otherwise directed by the school)	9:00 am - 3:20 pm	396-2448	no buses
<b>Harmony Public School</b>	Complete bus cancellations supply assignments automatically	9:25 am – 3:45 pm Partial Bus cancellations please email administration	962-7867	302, 304,330, 333, 425, 439, 447, 449, 472, 473, 474, 475,659, 807,



Hastings and Prince Edward  
District School Board

Possibilities  
TODAY & TOMORROW

Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

ELEMENTARY SCHOOLS				
School	Status	Office Hours	Telephone	Bus Numbers
	cancelled. (Unless otherwise directed by the school)	or contact school office for further direction		
<b>Harry J. Clarke Public School</b>	Supply assignments required as scheduled. Please contact the school or email administration.	7:00 am to 3:30 pm	969-0140	309, 312, 426, 498, 606, 625, 641 648, 688, 830, 862, 873, 982
<b>Prince of Wales Public School</b>	Supply assignments required as scheduled (Unless otherwise directed by the school)	9:15 am.- 3:35 pm	968-8321	330, 495, 610, 631, 643, 652, 653, 820, 825, Central 8
<b>Queen Elizabeth School</b>	Supply assignments required as booked (Unless otherwise directed by the school)	8:10 am – 2:30 pm	968-9173	311, 312, 475, 490, 650, 697, 807, 825, 873
<b>Queen Victoria School</b>	Supply assignments required as booked (Unless otherwise directed by the school)	9:00 am – 3:20 pm	968-4547	311, 340, 495, 615, 820, 882, 889
<b>Tyendinaga Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:25 am-3:45 pm	962-4447	310, 312, 319, 338, 342,454,490,498, 638, 661, 667,715
North Hastings School Group				
<b>Bird's Creek Public School</b>	Complete bus cancellation. Supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:40 am - 3:00 pm Partial Bus cancellations please email administration or contact school office for further direction.	332-3721	339, 381, 385, 393, 399
<b>Coe Hill School</b>	Complete bus cancellation. Supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:50 am - 3:10 pm Partial Bus cancellations please email administration or contact school office for further direction.	337-5711	379, 383, 384, 388, 403
<b>Hermon Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:50 am - 3:10 pm Partial Bus cancellations please email administration	332-2897	361, 362, 386
<b>Maynooth Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:40 am - 3:05 pm Partial Bus cancellations please email administration or contact school office for further direction.	338-2816	351, 357, 367, 394, 398



Hastings and Prince Edward  
District School Board

Possibilities  
TODAY & TOMORROW

Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

<b>ELEMENTARY SCHOOLS</b>				
<b>School</b>	<b>Status</b>	<b>Office Hours</b>	<b>Telephone</b>	<b>Bus Numbers</b>
<b>York River Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:45 a.m.- 3:05 p.m. Partial Bus cancellations please email administration or contact school office for further direction.	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
<b>Prince Edward School Group</b>				
<b>Athol-South Marysburgh Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:20 am – 3:40 pm Partial Bus cancellations please email administration or contact school office for further direction	476-3974	341,602, 611, 832, 835, 836
<b>C.M.L. Snider School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:20 am – 3:40 pm Partial Bus cancellations please email administration or contact school office for further direction	399-3474	344,406,696, 848, 849, 880
<b>Kente Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:25 am – 3:45 pm Partial Bus cancellations please email administration or contact school office for further direction	962-7533	409,862, 869, 870, 873, 895, 897
<b>Massassaga-Rednersville Public School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:20 am – 3:40 pm Partial Bus cancellations please email administration or contact school office for further direction	962-2717	844, 846, 898
<b>Prince Edward Collegiate Institute Elementary Grades K-8</b>	Complete bus cancellations supply assignments required as schedule unless otherwise directed by the school.	7:30 am – 3:30 pm	476-2196	325,341, 344, 602, 603, 604,605, 607, 611, 613, 654, 655, 656, 657, 658,695, 696, 832, 835, 836, 841, 842, 848, 853, 855, 878, 880, 881, 883
<b>Sophiasburgh Central School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:20 am – 3:40 pm Partial Bus cancellations please email administration or contact school office for further direction	476-2800	605, 613, 841, 842, 855, 860





Hastings and Prince Edward  
District School Board

Possibilities  
TODAY & TOMORROW

Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

Trenton School Group				
<b>North Trenton Public School</b>	Supply assignments required as scheduled (Unless otherwise directed by the school)	9:00 am - 3:20 pm	392-6294	451
<b>Prince Charles Public School (Trenton)</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	9:00 am – 3:20 pm	392-5461	328, 430, 433, 434, 452
<b>Trent River Public School</b>	Supply assignments required as scheduled (Unless otherwise directed by the school)	9:00 am – 3:20 pm	392-7466	301,324,407,428,432, 884
<b>Trenton High School Elementary Grades 7 &amp; 8</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:10 am- 2:30 pm Partial Bus cancellations please email administration or contact school office for further direction.	392-1227	301, 314, 315, 316, 317, 324, 328, 406, 409, 427, 428, 429, 430, 432, 433, 434, 435, 452,809, 845, 861, 884,887, 892, 893, 894, 895, 896, 897,899, ABC (taxi)
<b>V.P. Carswell Elementary School</b>	Supply Assignments required as scheduled. (Unless otherwise directed by the school)	9:00 am – 3:20 pm	392-8845	301, 697,451,884,ABC 2



Hastings and Prince Edward  
District School Board

Possibilities  
TODAY & TOMORROW

Lucille Kyle, Chair of the Board  
Mandy Savery-Whiteway, Director of Education

SECONDARY SCHOOLS				
School	Status	Office Hours	Telephone	Bus Numbers
<b>Bayside Secondary School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	8:10 am- 2:30 pm Partial Bus Cancellations please email administration or contact school office for further direction	966-2922	308,326,330,443, 444, 445, 446, 448, 450, 460, 470, 471,491, 493, 495, 609,612, 616, 631, 640, 643,659,661, 663, 668, 673, 674, 679, 684, 685, 694, 814, 846, 876, 879
<b>Centennial Secondary School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school.)	8:15 am- 2:30 pm Partial Bus cancellations please email administration or contact school office for further direction	962-9233	302, 303, 304,310, 318, 319, 327, 342, 348, 423, 447, 449, 453,472, 473, 474, 476, 483, 484, 485,490, 496, 625, 641, 681, 697, 715, 820,825, 830, 837, 869, 870, 873, 876, 879, Central 1 and 2 taxi
<b>Centre Hastings Secondary School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:12 am – 2:30 pm Partial Bus cancellations please email administration or contact school office for further direction	473-4251	410, 411, 412, 414, 415, 422, 441, 457, 463, 464, 465, 466, 467, 468, 480, 481, 482, 484, 486, 487, 494, 617, 628, 633, 808, 890
<b>Eastside Secondary School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:15 am -2:30 pm Partial Bus cancellations please email administration or contact school office for further direction	962-8668	302, 303, 304,310,311, 312, 318,319, 327,342, 348, 422,439,424, 447, 449,453, 454, 457,472, 473, 474, 476, 483, 484, 490,496, 497, 614, 625, 641, 650, 661, 669, 681, 683, 698, 715, 825, 830, 837,862, 869, 870, 873, 879
<b>North Hastings High School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	Questions: Contact Wayne Stewart after 6:30 a.m. (613) 334-0391, email administration or contact school office for further direction	332-1220	320, 323, 352, 354, 355, 358 359, 361, 363, 364, 365, 367,368, 369, 370, 373, 375, 379, 380, 381, 382, 383, 384, 387,388 391, 392, 395, 396, 397, 398,400, 401, 402, 403, 404, 408
<b>Prince Edward Collegiate Institute</b>	Complete bus cancellations supply assignment cancelled.	7:30 am – 3:30 pm	476-2196	325,341, 344, 602, 603, 604,605, 607, 611, 613, 654, 655, 656, 657, 658,695, 696, 832, 835, 836, 841, 842, 848, 853, 855, 878, 880, 881, 883
<b>Trenton High School</b>	Complete bus cancellations supply assignments automatically cancelled. (Unless otherwise directed by the school)	8:10 am- 2:30 pm Partial Bus cancellations please email administration or contact school office for further direction.	392-1227	301, 314, 315, 316, 317, 324, 328, 406, 409, 427, 428, 429, 430, 432, 433, 434, 435, 452,809, 845, 861, 884,887, 892, 893, 894, 895, 896, 897,899, ABC (taxi)