

Landing Trail Intermediate School

Information Handbook

2025-2026



5502 48 Avenue
Athabasca, Alberta T9S 1L3

Phone: 780-675-2213

Email: ltis@asperview.org

Website: ltis.asperview.org

Facebook: Landing Trail Intermediate School

Instagram: ltischool

Landing Trail Intermediate School Staff

| | | | |
|--|---------------------|-----------------------------------|-------------------|
| Administration Team | Principal | Elizabeth Siemens | |
| | Assistant Principal | Treena Michalski | |
| | Business Manager | Valeri Haines | |
| | School Secretary | Moriel Bing | |
| Grade 4 Teachers | 4A | Jessica Astle | |
| | 4B | Karlin Berg | |
| | 4C | Ashley Benn | |
| | 4F | Sabana Haman (French Immersion) | |
| Grade 5 Teachers | 5A | Kim Elliott | |
| | 5B | David Lundell | |
| | 5C | Stacey Kanarek | |
| | 5F | Carl Allen (French Immersion) | |
| Grade 6 Teachers | 6A | Sarah Bilsky | |
| | 6B | Jeff Semenchuk / Michelle Sherlow | |
| | 6C | Kena Speers | |
| | 6F | Jennifer Jones (French Immersion) | |
| Music Teacher | Greg Tkach | | |
| Librarian | Michelle Taite | | |
| Inclusive Education Lead | Jennifer Jones | | |
| Education for Reconciliation Lead | Alma Swan | | |
| Educational Assistants | Tracy Radkewich | Amanda Kostyk | Pat Neumeier |
| | Heather Gulka | Michelle Taite | Stephanie Liddell |
| | Sharlene Baron | Hope St. Denis | |
| French Language Assistant | Zeinabou Hamadou | | |

A Message from our Administrative Team

Dear LTIS Families,

Welcome to the 2025-2026 school year! We are delighted to embark on a wonderful year of learning together.

Grades 4-6 are pivotal years where students truly begin to discover their independence, build critical thinking skills, and take ownership of their learning. It's a privilege to guide them on this journey. We believe that every student deserves a safe, caring, and inclusive environment where they feel empowered to take risks and grow. Our dedicated staff is committed to fostering this space, where both academic excellence and personal development are celebrated. We are focused on helping our students become resilient problem-solvers who can navigate challenges with confidence and creativity.

We believe that a strong partnership between home and school is essential to your child's success. I encourage you to use this handbook as a resource and to reach out with any questions, concerns, or ideas.

Here's to a fantastic year of learning, discovery, and growth for all of our students.

Warmly,

Elizabeth Siemens, Principal

Treena Michalski, Assistant Principal

ASPEN VIEW MISSION AND VISION

Our Mission...

“Engage Learning. Ignite Potential. Inspire Success.”

Our Vision...

“We are committed to preparing our students to achieve success and reach their unique potential through the provision of meaningful learning opportunities.”

Our Commitments...

STUDENT LEARNING – Inspire to engage in relevant learning experiences in an inclusive environment that leads to academic student success.

STAFF LEARNING – Support staff members to be reflective, life-long learners, continually striving to improve their practice.

COMMUNICATION – Engage in open, active, ongoing and honest communication with students, staff, parents and community.

CULTURE & CLIMATE – Promote teamwork and model welcoming, caring, respectful, safe and inclusive schools that demonstrate diversity.

SOCIAL EMOTIONAL NEEDS – Encourage all students to develop self-awareness and decision-making skills to achieve personal and interpersonal fulfillment.

PHYSICAL NEEDS – Promote and model active and healthy lifestyle choices.

ENTREPRENEURIAL SPIRIT – Equip students with skills in areas of innovation, technology, literacy and numeracy enabling them to adapt and thrive in an ever-changing world.

Landing Trail Intermediate School (LTIS)

At LTIS, our top priority is to create a safe, caring, welcoming, healthy, and respectful environment for both students and staff. Landing Trail Intermediate School serves grades 4-6 and offers a dual-track program, including both English and French Immersion options. Currently, we have 260 students enrolled. Each grade has one French Immersion homeroom class and three English program homeroom classes. Our inclusive atmosphere ensures that every student has the opportunity to grow and succeed academically, socially, and emotionally.

To address the needs of each student, we collaborate with various agencies and professionals and offer the following interventions and services:

- School counsellors
- FCSS – Family Community Support Services'
- Athabasca Native Friendship Centre
- Literacy and Numeracy Intervention
- Aspen Health Services

Bell Schedule

Note: School Doors Open at 8:05 AM.

Please do not drop off your child earlier than 8:05 AM.

Intro Bell: 8:29 AM

Announcements 8:37 AM

Blk 1: 8:41 AM - 9:16 AM

Blk 2: 9:16 AM - 9:52 AM

Blk 3: 9:52 AM - 10:28 AM

Recess: 10:28 AM - 10:48 AM

Blk 4: 10:51 AM - 11:27 AM

Blk 5: 11:27 AM - 12:03 PM

Blk 6: 12:03 PM - 12:39 PM

Recess: 12:39 PM - 12:59 PM

Lunch: 12:59 PM - 1:19 PM

Blk 7: 1:22 PM - 1:58 PM

Blk 8: 1:58 PM - 2:34 PM

Blk 9: 2:34 PM - 3:09 PM

Dismissal: 3:09 PM - 3:19 PM

Role of the Parent/Guardian

Education of children is a shared responsibility that requires a supportive and cooperative relationship between home and school. This is the primary ingredient needed for a successful schooling experience and the staff at Landing Trail Intermediate School welcomes and looks forward to your active involvement in your child's education.

The Education Act (section 32) supports this relationship and outlines the parent's or guardian's role:

- a) act as the primary guide and decision-maker with respect to the child's education
- b) take an active role in the child's educational success, including assisting their child in their role as a student
- c) ensure that the child attends school regularly
- d) ensure that the parent's or guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment
- e) co-operate and collaborate with school staff to support the delivery of supports and services to their child
- f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school
- g) engage in their child's school community.

Role of the Student

The Education Act (section 31) supports this relationship and outlines the student's role:

- a) attend school regularly and punctually
- b) be ready to learn and actively engage in and diligently pursue their education
- c) ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- d) respect the rights of others in the school
- e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- f) comply with the rules of the school and the policies of the board
- g) co-operate with everyone authorized by the board to provide education programs and other services
- h) be accountable to their teachers and other school staff for their conduct
- i) positively contribute to their school and community.

Communication

All LTIS teachers and staff have Aspen View email accounts, which can be found on our website. Teachers will send weekly emails to parents and guardians with learning and classroom updates.

To facilitate communication, teachers may use email, student agendas, phone calls, or scheduled meetings. Please note that teachers do not regularly check emails during the school day and cannot take calls during teaching hours. Meetings require prior arrangements and must be scheduled in advance.

Our school website (ltis.aspenview.org) provides information about our programs and events, while our Facebook and Instagram pages (Landing Trail Intermediate School) showcase learning activities and school highlights. In addition to these public methods of communication, we will also send home a newsletter at least once a month by email or print.

We also send emails to caregivers via Alerts, containing updates on learning, events, and other important information. To ensure you receive all communications, please keep your email address up to date in PowerSchool. If you need to update your contact information, visit, email, or call the school office.

If you have questions or concerns, please follow the hierarchy below:

1. General questions - LTIS front office staff (ltis@aspenview.org or 780-675-2213)
2. Classroom questions - Classroom teacher (email or 780-675-2213)
3. If not resolved - School Administration (elizabeth.siemens@aspenview.org, treena.michalski@aspenview.org, or 780-675-2213)
4. Superintendent of Aspen View Public Schools, Constantine Kastrinos (780-675-7080, ext. 11)
5. Minister of Education, Demetrios Nicolaides (780-427-5010)

Attendance

Regular school attendance is crucial for academic success, so monitoring attendance requires the cooperation of students, parents or caregivers, teachers, counsellors, and school administrators.

Please inform the school by phone, (780) 675-2213, or by email, ltis@aspenview.org, if your child will be absent or not riding their regular bus. If it's a planned absence, note it in their agenda. You can also email us at ltis@aspenview.org.

When leaving a message, please include:

- The student's name
- The length of the absence
- The reason for the absence

Transportation

The LTIS front office must be informed of changes regarding transportation home from school **before 2:30 pm**, as it is school policy to put students on their designated bus if we have not been notified of changes.

If you are driving your child to school, please use the drop-off/pick-up zone to the north of the school. Please follow all crosswalk rules and the staff who are controlling traffic. Being consistent in this area increases safety.

Any changes to transportation must be coordinated by the transportation department. For more information, visit the Aspen View website (aspenview.org) and click on Operations → Departments → Transportation, email transportation@aspenview.org, or call 780-675-7080 Ext. 16.

School Bus Code Code of Conduct

(Administrative Procedure 356-1)

A safe school bus ride depends on the bus driver being able to give his/her full attention to watching the road. Distractions and disturbances make it increasingly difficult for drivers to concentrate on safely transporting students to and from school.

Students riding on the bus shall remember that they will be held accountable for their conduct on the school bus. Continued violation of any of these rules may lead to the loss of riding privileges.

1. The driver is in full charge of the bus and his/her directions must be obeyed.
2. While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others. There will be absolutely no tolerance of bullying of any kind on a school bus.
3. Scuffling, fighting, eating, drinking, smoking, vaping and the use of obscene language on the bus are prohibited.
4. Students must not extend arms or heads out of windows, try to get on or off the bus, or move around within the bus while the bus is in transit.
5. Students must not throw paper or other waste materials on the floor or out of the windows of the bus, nor tuck those in the seat crease.
6. Students causing willful damage to a bus will be held fully accountable.
7. Articles that cannot be stored in a gym bag or backpack (ex. snow skis, skateboards, musical instruments, hockey and archery equipment, etc.) will not be transported. Parents are responsible for the transportation of these items. Ice skates are to be in a gym bag or backpack with the blades covered. A plastic or paper bag is not acceptable.

8. Loose articles such as baseballs, golf balls or marbles cannot be transported on the bus unless they are securely contained in a gym bag or backpack. Coat pockets or cloth sacks are not acceptable.
9. No animals will be transported on a bus.
10. No firearms or knives will be transported on a bus.
11. Students should go directly home from the bus stop at night.
12. The driver will assign specific seats to students which are to be followed.
13. The driver will report any misconduct to the school principal, who will take appropriate action.

The principal may suspend from the bus any student who misbehaves while riding the school bus. (Section 36(3)(c) of the Education Act, 2012).

Proper Winter Attire

All students riding on a school bus during the winter months are required to be prepared for unexpected severe weather conditions. Parents are responsible to ensure that their child is properly dressed for the weather conditions. Bus drivers are to use their discretion in determining the suitability of the student's clothing for the weather conditions. If a student presents him/herself at a morning pick-up and is not properly dressed, the bus driver shall pick up the student and, upon arrival at the school, the driver will file a misconduct form with the school principal for follow-up action through contact with the parent.

This code of conduct intends to provide safe transportation to and from the school. The safety of our children is of the utmost importance, and we will not tolerate any behaviour that compromises that safety.

Morning Drop-Off Information & Supervision

The doors of LTIS are open at 8:05 AM and students should not arrive prior to that time. If dropped off between 8:05 and 8:29 AM, students must wait quietly in their designated boot rooms until the first bell rings (at 8:29 AM).

Supervisors wear safety vests to be easily identified, and are on duty every day before school, during recesses, and after school until 3:20 PM.

For the safety and protection of students, **all school doors** remain locked throughout the day.

Picking up or Dropping off Students During the Day

If you are dropping off your child after 8:37 AM, please use the drop-off zone. Students can ring the bell at the front door and will be let in by office staff who will change their attendance in PowerSchool.

For students leaving during the school day, please provide a note in the agenda, email to ltis@aspenview.org, or a phone call (780) 675-2213 from a parent or guardian. Upon arrival, call the office, and your child will be escorted to you at the pick-up zone. Students will not be released without parental or guardian permission.

Closure Due To Inclement Weather

Parents/Guardians should always use their judgment when considering sending their child to school during severe weather conditions. Following Aspen View Public Schools' policy, parents/guardians should check the Aspen View website or listen to radio stations CFCW, CKBA 94.1 Boom in Athabasca, and 630 CHED for possible non-operation of school buses. The school is always open during operational days; however, the buses may not run. Parents/guardians have the choice to drive their children to school or not. Students will not be marked absent if their bus is not running.

Contacting Your Child During School Hours

We want to avoid interrupting classes to deliver messages during the day. Please assist us by ensuring that students know of any special arrangements before leaving for school in the morning. If this is not possible, a message will be taken and, in most cases, given to the child at break time.

Illness, Injury And Emergency Contact Information

According to AP 315, if a student becomes ill or injured during the school day, the principal or designate will attempt to contact the parent/guardian to advise them of the situation and determine a course of action. Please do not send your child to school if they are ill.

It is **imperative** that at least one emergency contact name and phone number be provided to the school if the school office cannot locate a student's parent or guardian. Should a child require immediate medical attention, the school will arrange for the child to be taken to the hospital immediately. Parents or guardians will be notified as soon as possible.

Fire Drill

A fire alarm bell will sound. Students are to inform a staff member if any sign of fire is evident. All students and staff must know exit routes and fire drill regulations.

Lock Down

All students and staff are to be familiar with the lockdown procedures.

Visitor Parking

Bus zones are designated to keep students safe during pick-up and drop-off. Parking or stopping in these zones is not allowed.

Parents and guardians can park on the streets surrounding the school or in the visitor parking area located north of the school. Use the crosswalk when walking to and from the lot. This helps model safe practices for our students. Parents and guardians are not permitted to park in staff parking or in the bus loop.

Change of Address or Phone Number

Aspen View Public Schools has implemented an online process for parents/guardians to update and verify student information within PowerSchool. The Returning Student Verification Process (RSVP) can be accessed by logging into PowerSchool on a desktop computer (RSVP is not available through PowerSchool mobile applications). Parents and guardians can verify or update Student Information, Addresses, Parent/Guardian Information, Emergency Contacts, Medical Information and other data. RSVP can be accessed at any time to update student information.

If you have any questions or are unable to access RSVP, please call or visit our school office for assistance.

Recess and Outside Activities

All students are expected to go outside and get fresh air and exercise during their recess breaks. School administration will decide if it is too cold or wet to be outdoors. However, even when the weather is inclement, a few minutes outside will help students if they are appropriately dressed.

Students may join various clubs throughout the school year, and intramural and extracurricular activities may be hosted during recess breaks. Occasionally, students may use recess breaks to seek additional teacher assistance or complete missed assignments.

Additionally, at LTIS, we emphasize outdoor activities, supported by research that shows their benefits for student learning. With access to the scenic Muskeg Creek Trails, outdoor classrooms, and various play structures, being outside enhances the LTIS educational experience. We kindly request that you ensure students have the required clothing and footwear to enable them to enjoy their time outdoors.

Footwear

Students are asked to have two pairs of footwear at school: one pair for outdoor use and another for indoor use with non-marking soles. All outdoor footwear must be removed upon entering the school. Please label all shoes with your child's name. Many Physical Education classes will take place outdoors, so ensure both pairs of shoes are comfortable and supportive for exercise and physical activity.

Personal Property and Valuables

LTIS is not responsible for any valuables students bring to school. Students are advised not to keep valuable items in their lockers.

Locks

All students are required to use a lock on their lockers. Locks are available for purchase at the front office for \$10.00. We encourage students to use these school-purchased locks, as we have the keys to open them in emergencies or if a combination is forgotten.

Library

The LTIS Library is an integral part of our learning environment. Our librarian works with students and staff to provide programs such as story time, research activities, and various themes throughout the year. We host Book Fairs during the school year, in conjunction with Parent/Teacher Conferences.

School Assemblies

Assemblies will be held as needed in the gym or outside in the park/field. Caregivers are always welcome to attend. During assemblies, we recognize student achievement and showcase student work and performances. We strive to inform caregivers about assembly dates in advance, but some may be scheduled on short notice to address student needs.

Family Lunch Days

Throughout the school year, you are invited to join your child for lunch. Lunch days will be posted on our website and emailed to parents or guardians. After lunch, we welcome parents and guardians to the Art Room for a short feedback session regarding activities or concerns at the school. Your input is valuable, and we encourage you to share your thoughts to help us maintain transparency and improve our practices.

Field Trips and In-School Programs

Field trips are coordinated with the classroom programs and serve to broaden the scope of education for children. Parents and guardians are notified of all field trips, and written consent is required.

Expectation of Students: To participate in LTIS extracurricular activities, students must meet attendance, academic (classwork and homework), and behaviour expectations.

Conferences, Report Cards, and Assessment

Parent/Teacher Conferences are held in mid-November to discuss your child's learning progress. Report cards are issued at the end of January and June, and Student-Led Conferences take place in April. You are encouraged to contact the teacher at any time to discuss your child's progress. Paper report cards will be sent home in January and June, and progress reports will be sent throughout the year.

You can also view your child's report card and stay updated on their learning through the PowerSchool Parent Portal. When enrolled with Aspen View, you will receive a username and password to access attendance records and assignment details. For any questions or concerns about your account, please contact the LTIS front office at (780) 675-2213.

Student Appeals

To ensure that a student's assessment procedure by the school has been fair, a student or parent or guardian acting on the student's behalf has the right to appeal the final standing awarded in any subject or grade. Please get in touch with school administration for the appropriate appeal procedure.

Learner Portfolios

Learner Portfolios are comprehensive collections where students showcase their work and reflect on their progress over time. These portfolios include assignments, projects, and evaluations that provide a detailed overview of the student's learning journey and growth.

Student Recognition

At LTIS, we want to acknowledge and recognize students as they develop their growing character. Sometimes, this acknowledgement will happen during assemblies or over the intercom during announcements.

At the end of the school year, we will officially recognize students with these awards and their following criteria:

- **Citizenship** - The student demonstrates friendliness, generosity, selflessness and integrity.
- **School Spirit** - The student participates willingly in many school activities and also encourages others to do so, either implicitly or explicitly.
- **Significant Improvement** - The student has made significant academic or social improvements throughout the year.
- **Sportsmanship** - The student who displays good sportsmanship and character on and off the field throughout the year.
- **Fine Arts** - The student who displays a passion for fine arts, whether drama, music, carving, sketching, painting, or another artistic endeavour they have pursued through the school year in a school program.
- **1K Classic** - The fastest male and female in each homeroom to complete the 1K Classic Course.
- **CPF Award (FI Classes Only)** - To the student who makes a great effort throughout the year to speak French in class and to improve in oral French competency.

School Council and Fundraising Society

The LTIS School Council is a group of parents, guardians, and community members dedicated to supporting the school's goals, while the Landing Trail Fundraising Society focuses on raising funds for school programs. All parents and guardians of LTIS students are encouraged to attend the monthly School Council and Fundraising Society meetings at LTIS. Meeting dates will be posted on our website and in newsletters.

Guardianship / Custody Orders

The school recognizes that many of our students come from a variety of parenting and guardianship arrangements. In order for the school to honour individual arrangements, the most recent legal copy of the guardianship/custody court order must be on file in the school. When documents are changed or updated, the school must receive an updated copy. **Please bring the original copy of the guardianship/custody document to the school office, and we will make a copy for our files.**

Cell Phone Policy and Electronic Devices

To support a focused and respectful learning environment, as well as align with the Alberta Education Ministerial Order (#014/2024) and Aspen View Public Schools Administrative Procedure 618, students in grades 4-6 are **not permitted to use personal devices** during the school day. Students are strongly encouraged **not to bring personal devices** to school. If one must be brought, it must remain **turned off** and **securely locked in a locker** for the entire day. Unauthorized use of personal devices will result in the phone being confiscated and returned at the end of the day. Ongoing misuse may lead to further consequences and parent or guardian involvement. The school is not responsible for lost, stolen, or damaged devices. The school phone is available for student use with teacher permission.

Microwaves

All classrooms have microwaves, but there may be long lines at lunchtime. To ensure your child has warm food, consider using a thermos.

Student Medical Concerns

The parent/guardian is responsible for advising the school of any medical concerns their children may have that affect their day-to-day performance. Parents/Guardians must complete the appropriate form if medication is to be dispensed by school staff.

Curriculum

Your child will be learning ***learner outcomes*** in the following subject areas:

- English Language Arts and Literature
- French Language Arts and Literature (FI students only)
- Mathematics
- Science
- Social Studies
- Physical Education and Wellness
- Art
- Music

Please refer to [this website](#) to view Alberta's updated Curriculum.

Student Rights And Responsibilities

I have a right to an education

I am responsible for listening, learning, being punctual and prepared to do my best, and accepting assistance when necessary.

I have a right to be treated with dignity and respect.

It is my responsibility to treat others with dignity and respect.

I have the right to hear and be heard.

It is my responsibility to maintain a calm and respectful atmosphere at school.

I have a right to be safe and secure.

My responsibility is to treat others respectfully, causing neither physical, emotional or mental pain.

I have the right to be myself.

It is my responsibility to treat others fairly and respect individual differences.

I expect all these rights to be mine if I exercise all my responsibilities. I can expect to be corrected when I abuse the rights of others.

We must establish realistic and natural consequences for student behaviour and assist students in taking responsibility for their actions. The meaning of this policy is to make students aware of the results of THEIR choices. Our aim, as caregivers, is to enable and empower our students by giving them the responsibility for managing their behaviour.

When students misbehave, consequences will follow to help them realize poor judgment was used on their part. The student will be assisted in seeing how others' rights were infringed upon and how to mend relationships. The student will be encouraged to choose and follow more acceptable alternatives.

Both the classroom behaviour plans and the school conduct plan provide appropriate consequences to match the level of misconduct. Other variables that will influence the level of the consequence are the severity, the frequency, and the time and place of the behaviour. We strive to make the consequences logical and reasonable for the misbehaviour. The following are examples of misconduct and potential interventions.

All misconduct can be categorized as minor, major, or severe.

Minor Misconduct - Less severe and often handled on the spot.

Examples:

- Violation of classroom rules
- Running in the hallways
- Teasing
- Distracting other students
- Coming to class late
- Misuse of class time

Consequences:

- Warning by staff member
- Time out
- Loss of privileges
- Detention (loss of recess)
- May lead to parent or guardian contact
- Write up of the incident

Major Misconduct - These are more serious offences that may endanger the safety of self or others or potentially threaten the school's positive operation.

Examples:

- Theft
- Defiance of authority
- Intimidation
- Abusive language or gestures
- Spitting
- Bullying
- Cheating
- Vandalism
- Harassment
- Rough housing
- Leaving school grounds without permission

Consequences:

- Written description of the incident
- Detention(s)
- In-school suspension
- Out-of-school suspension
- School action plan for improvement
- Parent or guardian contact

Severe Misconduct - These offences threaten the safety of others or severely interfere with the orderly conduct of the classroom and the school.

Examples:

- Fighting
- Smoking/Vaping
- Possession of weapons
- Habitual repetition of major offences
- Possession or consumption of drugs/alcohol

Consequences:

- Parent/Guardian contact
- Out-of-school suspension
- Action plan for improvement
- Expulsion
- Police contact

Students should be aware that hallways and entrances are monitored by video surveillance (as per Aspen View Public Schools Admin Procedure 181).

As per principal and school district direction, all school staff members have the authority to address minor and some major misconduct and assign appropriate consequences.

The principal and possibly school district representatives will deal with most major and all severe misconduct. Serious matters involving student conduct and consequences may be referred to the Superintendent of Schools.