Emergency Cards
Please keep your child’s Emergency Card up to date. This information is critical. Please call the office or send a note to make corrections on this card as needed.

Lost and Found
All lost and found items will be kept in the Guidance area. All unclaimed items at the end of each semester will be donated to the Guidance clothing room.

Discipline
We believe in a safe and orderly school environment. All discipline referrals will be handled according to WV Policy 4373.

Classroom Management
In each classroom, a responsible student management program called the Clip Chart / Class Dojo may be used. Teachers will explain the Class Dojo procedures. The Clip Chart is used as follows:
- Green (Outstanding)
- Yellow (Great Job)
- Orange (Ready to Learn)
- Red (Think about it)
- Blue (Slow down)

Tomahawk Intermediate is a PBIS school.
(Positive Behavior Interventions & Support)
We have a range of strategies in place for achieving important academic and behavior outcomes. We encourage positive reinforcement and invite you to be a part of improved success for all.

I LIKE THE DREAMS OF THE FUTURE BETTER THAN THE HISTORY OF THE PAST.

Thomas Jefferson

Website Accessibility
The Berkeley County School District is committed to making our content accessible to all members of the public, including those with disabilities. This includes parents, students, employees and all others associated with our district. We are in the process of updating our website to bring it into full compliance of the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0. If you find problems with our website and would like to provide feedback or report a concern, please contact us via email (webmaster.berkeley@k12.wv.us) or at 304.267.3500.

Nondiscrimination Statement
The Berkeley County public school district does not discriminate on the basis of race, color, creed, ancestry, familial status, religion, national origin, gender, sexual orientation, age, disability, or other legally protected classification in its programs, activities, or employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies. Ron Stephens, Assistant Superintendent – restephe@k12.wv.us 401 S. Queen St. Martinsburg, WV 25401 – 304.267.3500

Vision
At Tomahawk Intermediate, we strive to meet the needs of our students today so they can meet the demands of tomorrow.

Mission Statement
At Tomahawk we believe there is PRIDE in the AIR. We are prepared, responsible, inspiring, determined, expecting excellence, accountable, achieving with integrity. We believe respect for self, others, and school creates a safe learning environment.

Follow our story on Twitter @345Tomahawk
Arrival and Dismissal

8:15 – Student drop-off at crosswalk.
8:20 – Buses begin drop-off.
8:45 – School begins. Arrival after 8:45 is tardy.
3:15 – Parent pick-up (in the gym).

Lunch Schedule
11:25 - 3rd Grade Lunch
12:05 - 4th Grade Lunch
12:45 - 5th Grade Lunch

Parents/Guardians wishing to eat lunch with their student must sign-in at the front office and may only eat with his/her student in the PASS room (by Guidance Office).

Throughout the Day Pick-up
Parents/Guardians wishing to pick up their child throughout the day (8:45-3:15) are to report to the front office for signing out your student. For safety of our students, you may be asked for identification.

Every day/Routine Pick-up
- Parents/Guardians report to gym entrance at 3:15.
- Park in the side parking lot.
- Parent/Guardian must sign out student.

Periodic/Unscheduled Pick-up
Please notify us by 2:00 when calling in for student pick-up.
If not calling in, please send a note with your child in the morning. Students will be dismissed to the gym at 3:15 where parent/guardian will sign out their student. Please use the gym entrance.

Change in Dismissal Procedures
If your child is riding home on a bus with another student, BOTH students must have notes.

Attendance
- All absences require a note from the parent or doctor within 48 hours of absence.
- Please call the school after 9 am if you would like to pick up work for your student.
- Leave of Educational Value Forms are available prior to the activity or trip.
- A student is tardy if they arrive after 8:45 or if they leave between 2:30-3:15.

Chaperones
All field trip chaperones must be BCS board approved Level 1 Chaperones through the Secure Volunteer Website. Please see the BCS website for more information.

Schoology
All student grades will be posted on Schoology. All students and parents will have Schoology accounts. This website is an essential resource for checking your child’s grades and for communicating with the teacher.

iPads
Each student will be issued an iPad which is an integral part of the curriculum and instruction for enhancing student learning. Students must be responsible for carefully handling the iPad, keeping it charged, and using the device for appropriate educational purposes.

Homework
Homework will consist of work that your child did not finish during the school day or assigned projects. We hope that parents/guardians will encourage your child to read a free choice book for 20 minutes, and practice math facts and spelling words daily.