

**2025 - 2026**



# **Handbook**

# Welcome to Tomahawk School



Welcome to Tomahawk School and thank you for being a part of our wonderful school community. This handbook is designed with you in mind and will help you learn about Tomahawk School. Students and parents are encouraged to present questions to school staff at any time so individual needs can be addressed and met in a timely manner. If you have any additional questions about our school or programs that we offer, please do not hesitate to ask.

Tomahawk School is a safe and caring school dedicated to academic achievement and the positive personal development of children. We are a small, rural school located in a rich country setting that offers unique features like a large outdoor space for outdoor activities including our Nature Based Learning, Rural and Agricultural Education courses, and a beautiful playground, just to name a few. There are approximately 90 children in our school, which allows us to offer small classes and more personalized learning for each student.

We are staffed by a group of caring and compassionate people who love kids. Throughout our school there is an atmosphere of belonging and a sense of family for all students, staff, and community members that walk through our doors.

On behalf of the Tomahawk School staff, we look forward to another fun and fulfilling school year. In collaboration between the school and home, we invite you to work alongside us as partners in education to continue to build a valuable and engaging learning experience for every student at our school.

Have a great year everyone!  
Your partner in education,

Miss Tracey Gilmour

Principal  
Tomahawk School



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## Connect with us!

**Website** - [tomahawk.psd.ca](http://tomahawk.psd.ca)

**Facebook** - <https://www.facebook.com/tomahawkschool/>

**Instagram** – tomahawk.school

**SeeSaw** – unique to each class

**Email** – tomahawk@psd.ca

**Telephone** – (780) 339-3935

## Family Feedback



Tomahawk School also uses the Share A Thought Google Form so that students and families may provide any feedback digitally. Your input is crucial in ensuring that we are meeting the educational needs of your children and the Tomahawk community.

Share a Thought [LINK HERE](#)



## School Information

### Hours of operation

Tomahawk School uses 65 minute blocks of instruction. We have three scheduled recess breaks and a 20-minute lunch, so students return to class feeling energized and ready to learn!

|               |                            |
|---------------|----------------------------|
| 8:25 – 8:35   | Supervision and Transition |
| 8:35 – 9:40   | Period 1                   |
| 9:40 – 10:45  | Period 2                   |
| 10:45 – 10:55 | 1 <sup>st</sup> recess     |
| 10:55 – 12:00 | Period 3                   |
| 12:00 – 12:30 | Lunch Recess               |
| 12:30 – 12:50 | Lunch                      |
| 12:50 – 1:55  | Period 4                   |
| 1:55 – 2:05   | 3 <sup>rd</sup> recess     |
| 2:05 – 3:10   | Period 5                   |
| 3:10 – 3:20   | Dismissal                  |

### Teaching Staff

**Mrs. Tina Badgerow** - Preschool

**Mrs. Jenn Saganiuk** – Kindergarten/Grade 1

**Miss. Julie Knol** – Grade 2/3

**Mrs. Amber Dobson** - Grade 4/5 and Rural Ag

**Mrs. Nicole Gascon** - Grade 6/7 Homeroom and 6-9 Language Arts, Social Studies, Humanities, and CTF

**Mr. Ian Mobach**- Grade 8/9 Homeroom and 6-9 Math, Science, Phys Ed, and CTF

**Miss. Tracey Gilmour** – Principal, Inclusive Education Lead, Grade 4/5, and CTF

### Support Staff

**Mrs. Alli McKeen** is our Head Secretary

**Mrs. Patty Pischke** is our Educational Assistant

**Mrs. Glenda Barrera** is our Educational Assistant

**Mrs. Tina Badgerow** is our Educational Assistant

**Miss. Tracey Gilmour** is our Inclusive Education Lead

**Mrs. Yvonne Gernscheid** is our school Counselor

**Mrs. Annette Johnson** is our Head Custodian

**Mrs. Chris Goerz** is our Community Librarian



## Parkland School Division Staff

Please contact the Center for Education at 780-963-4010 to reach any of the following:

|                       |                          |
|-----------------------|--------------------------|
| Mrs. Shauna Boyce     | Superintendent           |
| Mr. Mark Francis      | Deputy Superintendent    |
| Mr. Scott McFadyen    | Associate Superintendent |
| Mr. Bryn Spence       | Associate Superintendent |
| Dr. Meg Miskolzie     | Associate Superintendent |
| Mrs. Lorraine Stewart | Board Chair              |
| Mrs. Aileen Wagner    | Ward 1 Trustee           |



## Our Purpose

Our purpose is to prepare, engage and inspire our students to be their best in a quickly changing global community.

## Our Vision

Tomahawk School students possess the confidence, resilience, insight and skills required to thrive in, and positively impact the world.

## Our Values

- Collaboration and engagement with students, parents and our community. Our successes are not possible without these contributions.
- Trust and mutual respect among all of our education stakeholders.
- Inclusion and diversity within our school.
- Guiding students to become confident citizens as they understand their responsibilities and their place in the world.
- Leadership in big and small ways – everyone in Tomahawk School has the potential to be a leader.
- Excellence, innovation and risk-taking.
- Respectful, kind actions and words from all to all.



## Priorities

**Student success is our top priority here at Tomahawk School.** We believe that we must prioritize what is important to achieve that outcome. In doing so, decisions made in regards to our school, students, staff, families, academics, school rules, or extracurricular learning, the following priorities must be applied:

1. **Safety**
2. **Learning**
3. **Engagement**
4. **Leadership**

Our most important priority is **Safety** - **A place where students feel safe, welcome, and accepted for who they are and** where staff feel respected and valued for their contributions. We believe that if students or staff don't feel safe (physically or emotionally), they cannot do their best job possible.

Our second priority is **Learning** – **Student learning and academic success are our goals**, so we maximize our students' educational time and create as many different learning opportunities for them as possible.

Our third priority is **Engagement** – **The ability for students to engage in their learning is important.** If students enjoy and connect to their time while at our school, they will find greater success.

Our final priority is **Leadership**. The attributes of being a LEADER are presented regularly, and student leaders are celebrated each month. Building positive characteristics in our students is a priority.



## School Council

At Tomahawk School, parents or guardians are automatically eligible to become members of the School Council. The school council provides a forum for input into education decision-making and for the discussion of school issues by members. The council meets regularly with representatives from the staff and the school administration. Parents are encouraged to become part of the monthly meetings to participate in a valuable exchange of ideas on a number of school specific and general educational matters. Contact the school principal if you are interested in being involved with the School Council or you may find information on the school website: <https://tomahawk.psd.ca/parents/get-involved/school-council>

Please contact the school for more information, or contact the School Council Chairperson if you have any questions or concerns throughout the year or any agenda items for our School Council to consider. All school parents/ guardians are encouraged to attend the monthly School Council meetings.

## Our Programs

### Rural & Agricultural Education Program (Formerly, Nature Extension Program)

With over 10 acres of school property, it's no wonder that Tomahawk School students get to engage in a natural learning environment every day during recess. In the Rural and Agricultural Education program all students from Kindergarten to Grade 9 get to engage in specific experiential activities that enrich their learning on a regular basis at Tomahawk School.

Rural living and agriculture are the foundation of our society — they sustain us, connect us to the land, and remind us of the value of hard work, resilience, and community. In a world that is increasingly fast-paced and technology-driven, it is more important than ever to teach students where their food comes from, how ecosystems thrive, and why stewardship of the land matters. By integrating the principles of rural life and agriculture into education, we help students develop a deeper appreciation for the environment, a stronger connection to their communities, and the practical knowledge needed to ensure a sustainable future. This learning not only honors the past but also cultivates the next generation of caretakers, innovators, and leaders rooted in respect for the land and for one another.

With a focus on agriculture and rural industries, the proposed Rural & Agricultural Education Course will encompass the [5 Pillars of Agricultural Literacy](#) with some additional components to include rural industry outside of agriculture.

Course Focus Topics:

- Agriculture: Food, Fibre, & Energy
- Agriculture, the Environment, & Stewardship
- Animals in Agriculture & Local Wildlife
- Agricultural Economy & Rural Careers
- Agricultural Communities & Rural Lifestyles



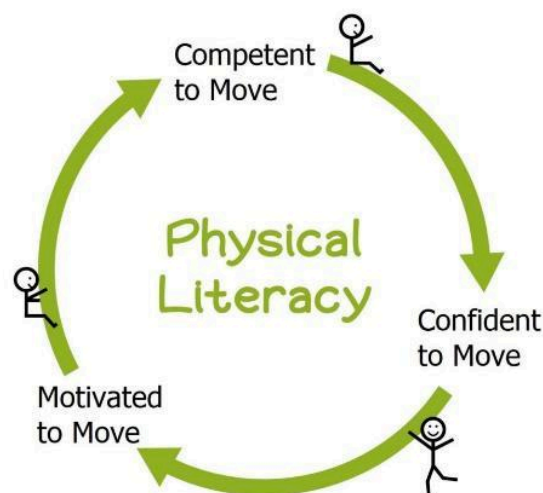
## PLAY Tomahawk

**What is Physical Literacy?** Physical literacy can be described as the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life. ~ Whitehead, M. 2014.

### Benefits of Physical Literacy:

Individuals who are physically literate move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person.

- Physically literate individuals consistently develop the motivation and ability to understand, communicate, apply, and analyze different forms of movement.
- They are able to demonstrate a variety of movements confidently, competently, creatively and strategically across a wide range of health-related physical activities.
- These skills enable individuals to make healthy, active choices that are both beneficial to and respectful of their whole self, others, and their environment.



We are excited for the opportunity for our students to participate in PLAY Tomahawk this year. Students will enjoy inline skating, skiing, and curling throughout the year. We have partnered with different recreation and sports activities to build capacity in the area of physical literacy because evidence demonstrates that this form of literacy is linked to lifelong wellness.

Tomahawk School believes that student success is linked to student well-being and the development of social-emotional assets that build resilience. The development of citizenship and social responsibility contribute to wellness and are integral to the delivery of a broad and comprehensive program of studies. We are dedicated to the development of the whole child.



**Swimming** – Grade 1-6

**Curling** – Grade 6-9

**Skiing** – Grade 1-9

**Learn to Sail** – Grade 6-9

**SnowShoeing** - Grade K - 9

**Camp Warwa** - Grade K - 9

## Extended Reading Intervention Program

Thank you to Mrs. Pischke who runs our literacy intervention program. Tomahawk School believes in high expectations for all children and that it is our responsibility to help all students achieve their learning goals. Children come to school at different stages of development and do not all learn at the same rate or with the same methods of teaching, and this includes reading.



**Our goal is not only to develop your child’s abilities and skills in reading, but to also foster a love of reading and the benefits associated with it.**

Tomahawk’s Extended Reading Intervention Program is designed to help students who need additional support in their reading abilities and skills. One of the biggest aims of reading intervention is to restore the confidence of the students. In this program, our literacy team works in collaboration with your child’s teacher to provide supplementary reading instruction and materials based on the needs of each student. This is in addition to regular classroom reading instruction.

This intensive reading instruction on word decoding/encoding, reading strategies, sight word review, fluency, and guided and independent reading skills is an important part of your child’s reading success.

We consider your child’s academic achievement in our school a top priority. This intervention program is designed to improve reading ability & academic success. This remediation is important for three primary reasons:

- One is that those students who are behind in reading are likely not only to struggle along in later grades, but also to face low reading skills into adulthood.
- Restore reader confidence in your child
- Early identification is beneficial to the student as it prevents him or her continuing into later grades and then having trouble with more “curriculum focused text” to read
- Above all to foster a love and enjoyment of reading for your child!

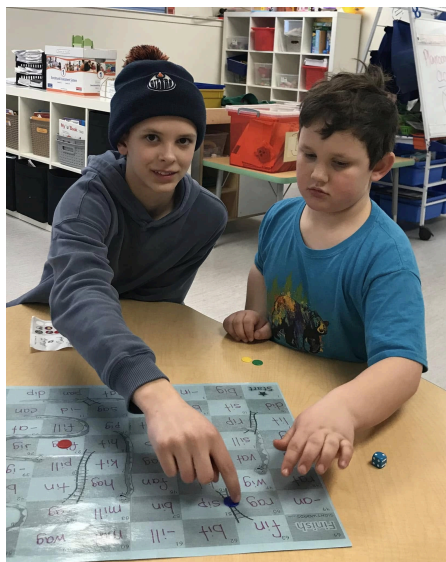
If you are interested in your child potentially participating in this program, please see your child’s teacher or drop by the office. Additional home reading programs will be determined by classroom teachers.

## Student Leadership

At Tomahawk School, our student leadership program provides students in Grades 6–9 with opportunities to take on meaningful roles that contribute to the life of our school community. Student leaders volunteer in a variety of ways, including caring for our school chickens and bees, assisting with the breakfast program, supporting the office during recess, and helping to plan special events and assemblies throughout the year. These responsibilities allow students to develop confidence, teamwork, and organizational skills, while also fostering a sense of pride, responsibility, and belonging. By engaging in leadership, students learn the value of service and discover that their contributions make a real difference in the success and spirit of our school.



## Tomahawk Teams



Our **Tomahawk Teams** program brings students together in multi-grade groups several times each year to take part in quintessential childhood experiences that we believe every student should enjoy before heading to high school. These activities foster connection, fun, and teamwork across grade levels, helping to strengthen our school community. Throughout the year, teams also collect points for demonstrating positive character, academic effort, leadership, and other valuable skills. Each Tomahawk Teams Day concludes with a special assembly where we celebrate the experiences shared and recognize the team with the highest points. This program not only builds school spirit but also encourages students to support one another, take pride in their contributions, and grow as leaders and learners.

## Volunteer Program

At Tomahawk School, we feel strongly that parental involvement in the school and with their children's education improves student achievement. We maintain frequent and close contact with parents through agendas, teacher phone calls, parent/teacher/student conferences, Facebook and monthly newsletters. Strong home and school links result in better attendance, less delinquency, and stronger high school admission. Parents are encouraged to make regular telephone or email contact with teachers with any concerns or questions.

*"Alone we can do little; together we can do so much."*

*~ Helen Keller*

**We are always looking for volunteers to help students.**

**Please contact the office if you are interested in volunteering.**

As required by the School Division, a Criminal Record Check must be completed. If you would like to be involved, please speak to our school secretary, or your child's teacher and complete the necessary forms.



# School and Division Policies

## Tomahawk School Code of Conduct

**Tomahawk School students are always expected to conduct themselves in a manner that maintains a positive school atmosphere.**

In Tomahawk School, we believe that it is important to:

- Show respect and courtesy within our school and community,
- Demonstrate honesty, fairness, and kindness to everyone
- Teach and reinforce appropriate behaviors
- Communicate clearly our expectations to students, parents, and staff,
- Be prepared and punctual
- Provide the opportunity for children to learn from their mistakes,
- Place emphasis on preventing behavior problems,
- Accept responsibility for one's own actions.

At Tomahawk School, we value dignity and respect and have high expectations of all to act in this manner. Our priority is always the safety, security, and wellbeing of our students and staff. We believe that you treat others the way you want to be treated. Unfortunately, conflict can sometimes arise between students.

**Please know that we take student conflict and bullying very seriously.** Consequences for inappropriate behavior may include school community service, study hall, removal of privileges, or suspensions in and out of school.

Parents often ask about the discipline measures used with the other child. Please note:

**We do not share any information with parents about children other than their own.** Consider that you would not want us discussing your child's life with other parents. In the case of conflict and discipline, you will only ever know the consequences provided to your own child. If you have any questions or concerns, please feel free to call the school.



## Parkland School Division Code of Conduct

In Parkland School Division, all members of our school community are expected to promote and demonstrate respect, civility, and responsible citizenship. With these goals in mind, everyone must:

- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and their opinions.
- Acknowledge the right of everyone to be treated with dignity, at all times.
- Take appropriate measures to help those in need.
- Use non-violent means to resolve conflict.
- Honor the role(s) of persons in positions of authority.
- Show care and regard for school property and the property of others.
- Comply with all applicable federal, provincial and municipal laws.

## Recess and Noon Hour Policy



It is our policy at Tomahawk School that as long as weather permits students should play outside at recess time. As with our requirement that students stay inside in poor weather, students are encouraged to be outside when the weather is beautiful. Students should be suitably dressed for the prevailing weather conditions. In the event that the weather could be considered marginal, i.e. wet or very cold (colder than -23 Celsius), then we will use good judgment. We then provide a variety of indoor activities for students during periods of cold or wet weather.

*Parents who wish to have children kept inside must send a note for **each day** they wish the child to stay in.*

## Electronic Devices and Cellphones

Please refer to Administrative Procedure 670:

<https://www.psd.ca/board/administrative-procedures/4522>

The use of electronic devices such as cellphones, smart watches, headphones/airpods are permitted at Tomahawk School, however, **devices are NOT ALLOWED in the classroom during instructional time**. **Note, students bring these devices at their own risk.** The school does not assume responsibility if they are lost or stolen. Students must store cell phones, smart watchers, and headphones/ Airpods in their LOCKER during the school day, at minimum, during all class time. A lock will be provided for secure storage in student lockers.

Students who inappropriately use their cell phone will be required to turn it into the office until the end of the day. If a problem persists, parents will be notified. If you have any questions about this, please do not hesitate to call.

Parents, please do not call or text your child during school hours **unless it is an emergency**. The school allows students to use the phone in the office and parents are welcome to call the school if they need to make contact with their child. Please join our staff in modeling to our students that electronics must not be a distraction at school.

## Dress Code

Students and staff must be dressed appropriately at school. Appropriate dress for all students means:

- Modest
- Tops should be at/below your belly button, undergarments should be mostly covered (90%)
- Tank tops and shorts should be modest and appropriate (must cover rear/ appropriate length, no “muscle” shirts, not strapless)
- Messages printed on clothing must be in good taste (NO alcohol/drug related, profanity, or violent material)

Tomahawk School sets a standard for clothing and all students and staff should respect the school standard.

**Students will be required to change clothing if their dress is not appropriate.** Parents will be notified if an issue persists.

Students are allowed to wear hats in Tomahawk School on a daily basis if they so choose. Hoods are not worn during class time.

Outdoor clothing should reflect weather conditions. In winter, all students must have warm boots, jackets, mitts, and head covering. Students are asked to wear footwear appropriate to the weather conditions. **Students are required to change into indoor shoes (these can be the same shoes that they wear for Phys Ed in the gym).** We thank you for helping to keep our new school floors safe and clean. Outdoor shoes will be placed on shelves at the entry. Students will wear indoor shoes at all times in the school for health reasons as well as in the event of a fire drill.

Students in Grade 6-9 may **require** a gym strip (change of clothes) for physical education. This includes shorts (modest length) and/or sweat pants, and a change of t-shirt. All students require clean gym shoes (with non-marking soles) to be worn in the gymnasium. Specific activities such as skating or curling would require special clothing that would be requested by the physical education teacher when necessary.



## Changes to Pick Up and Drop Off Routine

If your child is not riding their regular bus home, please contact the school office. As well, notify your bus driver through contacting the transportation department at Parkland School Division. Students may only ride on their assigned bus. **Please do not leave a message on the answering machine, as we cannot guarantee that your message will be received in time.** This will ensure your child arrives safely at the proper destination.

***If the communication is unclear regarding transportation changes for your child, we will send your child home on his or her regular bus.***

## Attendance & Attendance Communication

Regular school attendance is key to student success—every day in class helps students build knowledge, develop skills, and stay connected with their peers and teachers. Strong attendance habits also set the foundation for lifelong learning and responsibility. That said, we understand there will be times when students are unwell and need to stay home to recover. When this happens, please let the school know that your child will be absent from school stating the reason for the absence. You can do this by one of the following options:

- Use the Safe Arrival app - please refer to [THIS](#) section of our school website on how to do this.
- Contact the school office or your homeroom teacher directly.

## School Supplies

In June of each year, students are given a list of supplies they will need for the following year. Students are responsible for maintaining these supplies and for having them in class as needed. Parents are requested to check occasionally to make sure these materials are replaced when necessary. All personal supplies should be labeled with the student's name. Please label boots, shoes, lunch kits/bags in permanent ink. Please do not hesitate to contact the school if you need assistance with supplying your child or children effectively for their learning as we have many supplies available.

## Forms and Information

Many forms are sent home throughout the year. When you receive a school form, please complete it and return it to the office as quickly as possible. If you need another copy, please let your child's teacher or the office know. Your cooperation is greatly appreciated. School newsletters are sent home at the beginning of each month and digital copies are sent home and posted on the school website. <https://tomahawk.psd.ca/>

## Computer Acceptable Use Agreement

Parents and students must agree to the conditions stated and sign the form on the Parent Portal before students will be allowed access to the internet. Please read this information very carefully and discuss it with your child. Students in Grades 6-9 will also sign a technology agreement.

Misuse of the internet on **ANY Device** (School owned or Personal) such as looking at inappropriate material, plagiarism, or continual misuse of the device by having a device in class, could lead to removal of the device for an unspecified amount of time as determined by the administration. Parents will be notified if issues persist.

## Freedom of Information and Privacy Act (FOIP)

All students are subject to FOIP while at school and participating in school activities. Please make sure that your child's profile on Parent Portal has been updated to include FOIP permission. **Giving FOIP permission to the school means that your child may be photographed by school staff for the purpose of advertising school activities** and sharing everyday learning activities in our school social media profiles and school newsletters. If you have any questions or wish to request specific FOIP restrictions for your child (such as all social media except Facebook), please contact the school office so we can update your child's file accordingly.

## Declaration of FNMI Status

Parkland School Division wants to be accountable for its First Nations, Metis and Inuit student results. Therefore, it is important that the School Division is notified of First Nations, Metis and Inuit students. Through the process of identification of First Nations, Metis and Inuit children, their parents/guardians help hold the Division responsible for First Nations, Metis and Inuit student learning and performance outcomes. Please assist us in gathering this important information by filling out the appropriate checkbox on your child's Parent Portal during registration.

## School Fee Schedule

Please see the fees below for your child. All fees are for the purpose of enhancing your child's learning opportunities. All fees can be paid online through the Parent Portal or you can make cheques payable to **Parkland School Division**. Fees **MUST** be paid prior to an activity to ensure your child can participate. All unpaid fees will be reported to Parkland School Division in December. Please contact the school if you wish to make other arrangements for payment.

\*Charges for these extracurricular items/activities only apply to students who choose to participate in them. Please note: Special activities may require additional fees.

| Fees are as follows:  |           |
|---|-----------|
| <b>Cultural Events</b>  | \$10      |
| <b>Field Trips</b>  | \$50      |
| <b>PLAY Tomahawk</b><br>(Inline Skating, Camp Yowochas, Curling)                | \$30      |
| <b>Junior High Options (CTF)</b><br>Grade 6-9                                   | \$60/year |
| <b>Swimming Lessons</b><br>Grade 1-6  | \$30.50   |
| <b>Rural and Agricultural Education</b><br>(Formerly, Nature Extension Program) | \$15      |
| <b>Optional Fees</b>  |           |
| <b>Cross-country</b> (for each race entered)                                    | \$5       |
| <b>Yearbook</b>   | \$20      |
| <b>Sports (Volleyball, Basketball, Soccer)</b>                                  | \$50      |
| <b>Archery and Badminton</b>  | \$20      |



## Lockers

Students in Grade 2 - 9 have an opportunity to use a locker at school. As per Parkland School Division's protocol, a Locker License Agreement form must be signed by parents and students before a locker will be issued.

Locks from home **will not be permitted**. Locks are available from the school office. Students are expected to keep their lockers clean and in good condition. Periodic locker cleanup times will take place throughout the school year.

Locker access for personal use is restricted to regular recess and break times.



## Home - School Communication

Students in Grades K- 5 use agenda books on a daily basis to communicate between school and home. Each student will be provided an agenda by the school. Teachers may also choose to use the SeeSaw app to share student activities and learning experience. Students in Grades 6-9 use email and PowerSchool for home/school communication.

## Health & Wellness

### Extra-Curricular Activities

Tomahawk School students have the opportunity to participate in many extra-curricular activities such as:

- Cross-country running
- Archery
- Soccer
- Crafts
- Team Sports (Volleyball, Basketball, Badminton)
- Track and Field
- School Farm
- Learn to Sail Day
- Ski Days



Information letters and permission forms are sent home prior to the start of any event. Please see our website <http://tomahawk.psd.ca> for any upcoming special events and extra-curricular activities.

## Hot Lunch / Free Lunches / Nutrition Nook



Our delicious hot lunch program offers students an alternative to bag lunches using a monthly pre-order system. A variety of items may be offered on the menu, such as hamburgers, pizza, wraps, sub sandwiches or lasagna. Coordinated and operated by Friends of Tomahawk and parent volunteers. The hot lunch program is available one day a week. Menus will be sent home. **Please contact the school or join us for one of our Friends of Tomahawk meetings if you are interested in helping with this very important program.** Free bagged lunches are provided to our school from Brightwood Ranch and are available when students forget their lunch. Nutritious food is available for

free to all students daily, including a breakfast snack, healthy snacks, and milk.

## Friday Grade 9 Store

The Grade 9 students have a canteen on Friday that sells a variety of products such as fruit drinks, ice cream bars, chips, hot rods, etc. All funds support the Grade 9 Year End activity. Please make sure to secure your child's canteen money in a Ziploc bag with their name on it in case they misplace it. Parents and students, please note that **energy drinks are NOT permitted** at Tomahawk School.

## Communicable Diseases

If your child has come in contact with a communicable disease (such as chicken pox, measles, mumps, Covid-19, etc.) or has influenza, you may report it to the school. Also, notify the school if your child comes in contact with head lice.

All matters will be kept confidential. The health unit may be notified if necessary.

## Administering Medication

(Forms may be obtained from the office as needed)

If your child is to receive medication during the school day, or during an extra-curricular school sponsored activity, please contact the school office for needed forms. Please note that each time medication changes, a new form is required. Please refer to this very important information:

1. Medication shall be received by the Principal (or designate) only in the original dispensed containers, with original labels intact.
2. When medication reaches its expiry date, it will be discarded by the school.



3. Emergency medication (such as epi-pens or asthma medications) will remain in the possession of the student, unless the student is not yet mature enough to discharge that responsibility. That decision must be the result of a discussion (with appropriate consent and information) among the Principal or designate, the teacher(s) involved, and parent(s).
4. All medication shall be brought to school by a responsible adult, except in situations in which the parent or the physician believe it is in the best interest of the student that he or she carries the medication. In these situations, the student shall carry a copy of the written permission form from the parent and the physician indicating the name and dosage of the medication in the original dispensed container with the original label. Except for inhalers, the student shall carry only one day's dosage.
5. It is the responsibility of the parents to notify the school of any changes to the original prescription, and a new pharmacy label and container must be submitted with any change.
6. It shall be the student's responsibility to come to the office at the appropriate times for medication unless the child is too young to do so.
7. Students shall not administer any medication to themselves except when a physician, the Principal, the parent or legal guardian, and the student agree in writing that it is necessary and appropriate.

## Emergency Response Plan

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, our goal is to be prepared to respond to an incident if one should occur. To that end, we have taken numerous steps to better prepare our schools and school jurisdiction to deal effectively with emergency situations that could occur in or around a school during the school day.

One of the most significant steps has been the development of a comprehensive Division Emergency Response Plan. The Division Plan is complemented by individual plans tailored for each school. Should an emergency arise these plans will be implemented. The plans are reviewed regularly and have recently been revised to improve our response procedures.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our emergency response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the procedures outlined below.

### In An Emergency

DO NOT TELEPHONE the school or your child's cell phone. We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information. By calling your child's cell phone, you could potentially put them in harm's way, based on the nature of the crisis. Please do not call, we will ensure that you get the information you need by contacting you.



**DO NOT COME to the school until instructed to do so.** It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school, usually the local Agra building. You will be notified of this through your school's crisis notification system and the media.

### **Lock-Down or Shelter-in-Place**

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances.

The Division has established a number of ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

Please see Administrative Procedure 740 for more information:

<https://www.psd.ca/board/administrative-procedures/4674>

## **Thank you!**

**Thank you for taking the time to read our Tomahawk School Handbook & Program Guide.**

We are making LEADERS at Tomahawk School. It is a privilege to have each one of our students be a part of our school community.

If you have any additional questions about our wonderful school, please don't hesitate to ask.

***We look forward to a great year!***



**PLEASE VISIT OUR WEBSITE:**

<https://tomahawk.psd.ca/>