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Tanglewood Elementary School

Parent/Student Handbook 2020-2021



Welcome to Tiger Territory!

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Dear Tanglewood Parents and Students,

The Tanglewood Handbook serves as an excellent guide to assist families in understanding our school rules, procedures, and academic programs. Please take the time to carefully read and review the contents.

The handbook covers many of the district and school policies in place to ensure fair and consistent enforcement of rules and regulations. As a principal, I am committed to clearly communicating the expectations and implementing policies and procedures in a fair and consistent manner. It is my sincere hope that all stakeholders will use this resource throughout the school year to answer questions and clarify procedures. However, please know that I am always available to assist you in any way.

Sincerely,

Dana McKenzie, Principal

dana.mckenzie@fwisd.org

817-814-5900 (office)

817-914-5268 (cell)

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Tanglewood Tiger Pledge

We are the Tanglewood Tigers! We are here to learn; therefore, I am respectful, responsible, safe, and prepared.



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Academics:

Tanglewood is an exemplary campus under the TEA school rating system. Our “A” rating does not happen on accident! We earn our high ratings through both performance and progress. At Tanglewood, our students work hard. All of our teachers are trained and certified in gifted and talented instruction. All teachers provide advanced academic instruction in the classroom. While we do screen and identify gifted and talented students, ALL Tanglewood students are treated as gifted and talented learners. By the end of fifth grade, approximately half of our students have been identified as gifted and talented. Therefore, we choose to run a school wide GT program. We teach at high levels during whole group lessons and scaffold instruction during small group time to meet the needs of all students. All students participate in special projects and enrichment activities regardless of their GT code.

Curriculum:

FWISD has adopted the following instructional materials for KG-5th: Pearson My View (Literacy), Origo Math, Stem-Scopes Science, and My World Social Studies. In addition, we supplement our instruction with the following: Wordly Wise (accelerated vocabulary instruction) in 3rd-5th, History Alive (accelerated social studies instruction) in 5th, novel units in 3rd-5th, Accelerated Reader (AR) in 2nd-5th, Book Taco (Pre-AR) in 1st, Smarty Ants (early reading instruction) in PK-1st, and a variety of other researched based curriculum.

Specials:

All teachers receive a 45 minute planning period daily. During this time, the teachers prepare for instruction, check emails, grade papers, etc. This is also the time that teachers are available for parent conferences or phone calls. During this time, KG-5th grade students receive specialized instruction in PE, art, and music from our “specials” teachers. The rotation schedule for specials is as follows: PE, Art, PE, Music. PK teachers have their planning period at the end of the PK school day so PK students do not attend specials. Art, music, and PE art integrated into the PK curriculum and taught by the homeroom teacher.

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Accelerated Reader (AR):

All 2nd-5th grade students practice reading and comprehending text using AR. All students take an initial placement test in the beginning of the year (STAR). The teachers use the results to determine the appropriate reading level (dot colors) for each individual student. Students are required to read across a variety of genres and maintain an average of 85% or higher on book quizzes. This specific percentage has been studied by the program developers to be the ideal average for continued student progress.

Research shows that comprehension averages below 85% indicate that the student is not fully comprehending the text and he/she should be moved down a level in order to bring the comprehension average back up to 85% or higher. Students may read above and below their dot level for pleasure! Beginning in 3rd grade, the AR comprehension average for each six-week grading period is entered as a test grade into FOCUS. This allows students reading below grade level to make a positive impact on their weekly grades. It also allows for students reading above grade level to remain challenged.

Google Classroom:

All self-contained homeroom teachers will create and maintain a Google Classroom page for students and parents. Departmentalized homeroom teachers may opt to use a team and/or grade level Google Classroom page. Students will access Google Classroom through the My FWISD Portal: <https://launchpad.classlink.com/fortworth> or my.classlink.com/fortworth. Parents may access Google Classroom through the above link as well using the student’s login information or request a code from the homeroom teacher to access it directly through Google.

The Google Classroom pages will be used to post information such as weekly bulletins, schedules, parent conference dates, etc. It will also be used as the online learning portal for distance learning.

RtI/MTSS:

Response to Intervention (RtI) and Multi-Tier Systems of Support (MTSS) are terms used to describe academic and social-emotional supports

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provided by the school for any student in need of interventions. RtI/MTSS fall under the umbrella of general education. These supports are categorized in tiers:

- **Tier 1:** The Whole Class. All students are taught with methods that research has shown to be effective. All students are screened to see who is and isn't responding to these strategies. Kids may be broken into small groups that address different strengths and areas of need.
- **Tier 2:** Small Group Interventions. Some students receive more targeted support in small groups. The scheduling of these interventions is important. The goal is to keep students from missing any core instruction or other Tier 1 activities that might make it harder to catch up.
- **Tier 3:** Intensive, Targeted Support. A few students who move up to this most intensive level of support continue with Tier 1 activities. Their break-out groups are smaller than in Tier 2. And these sessions last longer and are more narrowly focused.

All students are screened in the beginning, middle, and end of the school year using a variety of assessments: CIRCLE (PK), MAP Fluency (reading), MAP Growth (math), AR STAR (reading), student writing samples, district benchmarks, unit tests, etc. The RtI/MTSS team (administrators, diagnostician, counselor, and teacher representatives) meets each six weeks to identify students in need of support as well as monitor progress. If your child is selected to receive services, you will be notified and asked to participate in this process.

504 Accommodation Plans:

504 plans are formal plans that schools develop to give students with disabilities the support they need. A disability is defined as any condition that limits daily activities in a major way. These plans prevent discrimination and they protect the rights of kids with disabilities in school. They're covered under Section 504 of the Rehabilitation Act. This is a civil rights law.

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504 plans do not fall under the special education umbrella. Students who qualify for a 504 plan are educated under the general education model. A 504 plan is not an Individualized Education Plan (IEP). IEPs are a part of special education. A 504 plan is a list of accommodations to be made for a student with a disability. A student qualifies for a 504 plan if there is a disability and an educational need. If your child has a documented disability from a medical or diagnostic professional and is failing to reach their full academic potential due to this disability, he/she may qualify for 504 accommodations. Our school counselor, Lindsey Castro, is the chairperson for our 504 process. Please reach out to her should you have questions or wish to request a referral for your child:
lindsey.villacastro@fwisd.org.

Special Education (SPED):

Under the Individuals with Disabilities Education Act (IDEA), public school students who meet the criteria for special education may receive additional services as outlined in an Individualized Educational Plan (IEP). At Tanglewood, our special education department includes a campus diagnostician, a special education teacher, and a speech and language pathologist. The diagnostician and speech and language pathologist are responsible for evaluating students who have a known or suspected disability and determining if they meet the specific eligibility requirements for special education based on the Texas Education Guidelines. The campus diagnostician and speech and language pathologist will evaluate a student with the purpose of the student possibly receiving special education services. If a student meets eligibility for special education, a committee (including parents) will convene to develop an IEP for the student.

It is best practice to provide interventions through the RtI/MTSS general education model prior to referring a student for a special education evaluation. This system is in place to prevent a student from being unfairly placed in special education. If a student fails to make continued progress through RtI/MTSS, the committee may recommend a full evaluation for special education. If you have questions about the referral process for special education, please contact Dana McKenzie.

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Dress Code

All FWISD students are required to be in dress code/uniform daily. An outline of the dress code is available on the following page.

When purchasing school uniforms, if you find yourself asking, “I wonder if this is okay...” it’s probably not. Going with the basics is always best. Some highlights/reminders:

- Tights/leggings are not pants. Tights/leggings may only be worn under shorts, skirts, and dresses/jumpers. This applies to all spirit days as well. No pajama style/loose leggings. The tights/leggings may be any color but must be a solid color. No prints, polka-dots, or designs of any kind are allowed.

- Jeggings are acceptable so long as they are not skin-tight. Remember, all shirts must be tucked in so the jeggings must be thick/loose enough to accommodate a tucked shirt.

- Jumpers/Sleeveless Dresses must have a collared shirt underneath.

- No White Bottoms
- No White Dresses
- No White Skirts

Tanglewood Spirit Shop Clothing that meets the dress code policy may be worn every day. The spirit shop socks are not a solid color but have been approved for daily wear.

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Students are expected to be in dress code **beginning on the first day of school**. Violations of the dress code shall be handled at the school level.

Guidelines for ALL Grades (Prekindergarten - 12)

- Clothing shall be the correct size for students, with no sagging pants.
- Tops (shirts or blouses) shall be tucked into clothing.
- T-shirts worn as undergarments must be solid white.
- T-shirts shall not be worn as outer clothing.
- Denim blue jeans must be free of embellishments.
- Bottoms should be hemmed or cuffed.
- Shorts, skirts and skorts shall be no shorter than three inches above the knee.
- Shoelaces must be white or match the color of the shoe.
- Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches.
- Tights, socks and hosiery should be a solid color.
- Manufacturer logos on apparel must be less than one and one-half inch square with the exception of school logos.

Prekindergarten - Grade 8

TOPS

- Color: Navy or white
- Style: Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.
- Outerwear: Sweatshirts or sweaters in navy, white, or black are acceptable as outerwear if worn over standard dress; coats and jackets of any color shall be worn in accordance with weather conditions and are not to be worn in the classroom.

BOTTOMS

- Color: Navy, khaki, **black** or blue denim
- Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permissible.

SHOES

- Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe / open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

Secondary Grades 9-12

TOPS

- Color: Any color is permitted.
- Style: Collared (polo or Oxford) shirts or blouses, mock turtlenecks or turtlenecks; all must have sleeves and should be tucked in. T-shirts shall not be worn as outer clothing.

BOTTOMS

- Color: Any color is permitted.
- Style: Pants, shorts, skirts, skorts, capris or jumpers are acceptable; all must be hemmed or cuffed and can be no shorter than three inches above the knee. Jeans must be free of embellishments. Sagging pants are not permitted.

SHOES

- Style: Athletic shoes, loafers, dress shoes or other closed-toe shoes as well as open-toe/open-heel shoes are acceptable. Shoelaces should be white or should match the color of the shoe.

Unacceptable dress for ALL grades (Prekindergarten-12):

- Sagging pants.
- T-shirts worn as outer clothing or visible undergarments.
- Clothing considered too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing).
- Clothing with holes, tears or cuts.
- Clothing with lewd, offensive, vulgar, or obscene pictures, emblems or language.
- Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs or any substance prohibited under FNCF (LEGAL).
- Gang-related clothing, accessories or jewelry bearing signs, insignias, colors or symbols.
- Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits or spandex gym wear.
- Sleepwear, visible drawstrings, house shoes.
- Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags or shower caps.
- Combs, sunglasses or grillz.
- Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, and the like.



Fort Worth
INDEPENDENT SCHOOL DISTRICT

www.fwisd.org

*Revised May 2015

Spirit Days/Free Dress

Every Friday is Tanglewood Spirit Day! Students may wear Tanglewood clothing from the spirit shop or other Tanglewood t-shirts from school related activities. If your child attends Thursday Boys, they must come to school in uniform and change into their T-Boy shirt after school. The first

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Monday of each month is College Spirit Day! Students are invited to wear tops representing colleges and universities. There are several “first Mondays” that are non-school days so please check the Tanglewood School Calendar for exact College Spirit Day dates.

There are several free-dress days throughout the school year. Please check the school calendar for exact dates. No spaghetti strap tops or strapless tops allowed.

Tanglewood Plaid- The following plaid is uniform approved for Tanglewood. Lands’ End calls it Hunter/Navy Classic Plaid but it may be purchased locally too. Some uniform shops refer to it as Plaid # 83.



Uniform Violations

If a student comes to school out of uniform, we will provide a clean uniform for the student for the remainder of the day. A uniform reminder slip will be sent home with the student. A second violation will result in a conduct mark. Any future violations will be entered as infractions in FOCUS, the student information system. When an infraction is written, the conduct grade for that grading period will be lowered to an N. An E or an S in conduct is necessary to be eligible for Honor Roll.

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Residency and Transfers

All students attending Tanglewood must reside within our attendance boundaries unless they have received a principal approved transfer. Transfers are considered each year based on space available. Priority will be given to families who live within walking distance of the school. We require an annual residency check in August of each year. In addition, school administration may require current proof of residency at any time throughout the school year. Failure to provide valid proof of residency within our boundaries may result in termination of enrollment. We have a designated attendance officer assigned by the school district that will periodically do home visits, if necessary.

Attendance

All students need to be in their classrooms at 7:50 a.m. or they will be marked tardy. In order to accomplish this, students need to be dropped off no later than 7:40 each morning to allow time for them to walk to their classrooms. Tardies have a negative impact on instruction. The only excused tardy is a medical tardy. A medical tardy requires an official note from the medical/dental office. Students are marked present if they are here at 10:00 a.m. If a student arrives after 10:00 a.m. (regardless of the reason), they must be marked absent. If your child is absent for any reason, the computer system will generate an automated phone message to inform you that an absence has been recorded.

Excused Absences:

An absence may be excused for:

- Illness
- Medical, dental, psychological appointments
- Legal appointments (obtaining citizenship, naturalization oaths, subpoenas, etc.)
- Observance of religious holidays

We must receive a written excuse for any of the above absences in order to mark it excused. The best way to communicate with the school regarding absences is via email. Please email jennifer.harper@fwisd.org and copy your child’s teacher(s). Include the student’s full name, the date(s) of the

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absence, and the reason for the absence. In lieu of an email, a hand-written note may be delivered to the main office or to your child’s teacher with this same information. If your child is absent for three or more consecutive days, a doctor’s note is required. Once we receive written documentation, we will change the absence from unexcused to excused in our student information system (FOCUS). We must receive written documentation for an excused absence within seven calendar days.

Unexcused Absences:

- Aptitude or achievement testing by outside agencies
- Non-school instruction such as private lessons
- Truancy
- Travel/Vacation (including educational trips)
- Absences without a note/email

The principal may give special consideration to absences (of up to three days) related to an out-of-town family event that cannot be scheduled during non-school hours (wedding, graduation, etc.) Please email dana.mckenzie@fwisd.org and copy jennifer.harper@fwisd.org in order to make such a request.

Chronic Absences

Chronic absenteeism is defined as two days per month and/or eighteen days total during the school year. It is a goal this year to increase our daily attendance and decrease absenteeism.

Tardies

When a student walks into the classroom after the tardy bell rings at 7:50, instruction and routines are compromised. This has a negative impact on your child as well as the rest of the class. We realize we have over 500 Tigers entering the building each morning, so we all need to get an early start and hit the carpool line by 7:20. Please remember that once your child enters the building, they still need ample time to walk to their classrooms. All students and parents must enter through the front doors on Overton Park Drive West or the side doors on Harlanwood. Students are never to be dropped off in the parking lot or on the playground.

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Early Dismissals

Students are expected to stay at school until 3:05 daily. If you must pick-up your child early for an appointment that cannot be scheduled outside of school hours, please let the homeroom teacher know ahead of time. This will help expedite the process and allow teachers to provide instruction bell-to-bell. All early dismissals are unexcused unless an official doctor’s note is provided the following day. You may also provide the documentation electronically by scanning the official doctor’s note and emailing it to jennifer.harper@fwisd.org.

The Treasure Box

At the end of each six-week period, we will recognize all students who had zero unexcused tardies, zero unexcused absences, and zero unexcused early dismissals. These students will be invited to choose a prize from our PTA-sponsored Treasure Box.



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Safety and Security

Student and staff safety is our number one priority at Tanglewood. We have a campus-wide video surveillance system in place that is monitored by Mr. Williams, the front office, and the administrative team. All exterior doors remain locked during school hours and employees must use their district-issued security badges to access the building. All visitors are required to be “buzzed-in” through the front door using the intercom/video surveillance system. Visitors must check in at the security station in the front foyer. All visitors must present a photo ID and be processed through the RAPTOR security system. All visitors must wear a personalized security sticker while on campus. Visitors will need to return the security sticker before leaving campus.



Volunteers

We couldn't do it without you! Our amazing TWPTA coordinates our parent volunteer program. There are multiple opportunities to serve here at Tanglewood. Our volunteer programs include: Library, Science Lab, Playground, Friday Readers, Copy-Moms and Dads, Room Reps, and much more. Please visit the Tanglewood PTA Website at www.tanglewoodpta.org for more information.

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Arrival and Dismissal

Students may enter the front doors at 7:20 a.m. Parents are welcome to walk students into the building and are not required to check-in and get a visitor’s badge unless they are staying for an appointment. Students are to report to the following locations each morning:

Auditorium- 3rd, 4th, and 5th Grade Students

Gym- 1st and 2nd Grade Students

Cafeteria- PK and KG Students

For safety purposes, please do not go upstairs, down into the primary wing, or into the cafeteria without a visitor’s badge. Please say good-bye to your children in the foyer, at the cafeteria door, or the bottom of the ramp (where the carpet ends.) Teachers will pick up students from the above locations at 7:40 a.m. Students arriving after 7:40 a.m. will be directed to go straight to class.

Afternoon Dismissal: Teachers will walk their classes outside to the front of the school for dismissal. PK will dismiss at 2:15 p.m. KG will dismiss at 2:55 p.m. 1st-5th grade will dismiss at 3:05 p.m.

The carpool line runs in front of the school along Overton Park Drive West. Carpool line drivers must stay in their cars at all times. We have staff on duty during dismissal to call student names and get them safely to the car. Please use your Tanglewood rear view mirror hanger to help us call names quickly. Students will say good-bye to their teacher and walk to the carpool line to get in the car. Once your child is safely inside of your car, please use caution exiting the carpool line.

You may also walk to the front of the school to pick-up your child. Please stay on the sidewalk and wave to your child. Your child will need to say good-bye to the teacher before walking down to meet you. Please exit the front of the school as quickly as possible. There is limited space on the sidewalk.

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You may meet your child across the street at the park or another location. In addition, students may walk home independently or ride a bike. Please provide the homeroom teacher with a written statement indicating that your child has permission to leave at dismissal without an adult. All students MUST say good-bye to the teacher daily.

FWISD provides one school bus to and from Tanglewood. The bus is free of charge for Tanglewood students that live along the routes. If you are interested in having your child ride the bus, please visit the main office for more information.

Leashed pets are welcome across the street at the park or in the carpool line, but please do not bring them onto the sidewalks surrounding Tanglewood during drop-off or dismissal. This is a safety issue as some students, parents, and staff may have allergies or feel uncomfortable.

Traffic and Pedestrian Safety

Mr. Williams manages the crosswalk at Overton Park Drive West and Harlanwood. Students crossing the street alone must cross with Mr. Williams at this intersection. It is never acceptable to jaywalk on Overton Park Drive West. This applies to adults walking without children, too.

Do not park against traffic (the wrong way) or make U-turns in the middle of traffic.

Carpool Line

-Please be courteous of others in the morning carpool line. If your children are not ready to get out when you reach the front of the line, please pull out of the line.

-Please pull all the way up in the carpool line.

-Children must be able to get in and out of the car independently in the carpool line and may only exit/enter the car on the curb-side.

-The first two spaces (Pole Position) of the carpool lane on Overton Park West are reserved. They are marked off with blue and yellow paint. Please do not park in these spaces at any time.

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-The space in front of the bus zone on Harlanwood is also reserved. Please do not park in this space.

-You may feed into the carpool line from both Glenwood and Overton Park Drive West. However, NO children are to be let out on Glenwood or allowed entrance to the school from Glenwood. Use Overton Park West and Harlanwood entrances only.

-When pulling up to the carpool line, please pull up directly behind the car in front of you and do not leave a space.

-You may not park in the carpool lane from 7am-8am and 2:30pm-3:30pm.

-Please make sure grandparents, sitters, and friends are aware of the carpool rules.

-Please do not use your cell phone in the carpool line!

Bus Lane, Crosswalks, School Zones, Etc...

-Cell phone use is prohibited by law. This includes texting or browsing on your phones in the carpool line and school zone.

-NEVER park or drop your children in the staff parking lot. If you have a child registered in the Clayton Youth daycare program, you may drop off by the cafeteria in the mornings before 7:40 a.m. After this time, you must use the carpool line or walk students in through the front doors.

-SLOW DOWN through the designated school zones around campus. The speed limit in the zones is 20 MPH. Please observe the “No Parking” signs around the crosswalk. Do not park in front of these signs for the safety of those using the crosswalk. The bus lane is a no parking zone at all times. Failure to observe this may result in a parking violation from the city.

-After school, students may cross the street and meet an adult at the park only if the proper paperwork is filed with the teacher.

-Parents and students must cross at the crosswalks only. Please follow the crossing guard’s instructions.

-Do not let children ride bikes through the crosswalk. They must walk their bikes across the crosswalk and park their bikes at the bike rack.

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-Parking in the alley or using the driveways of other houses is prohibited.

-On Overton Park East and Harlanwood Drive, park at least 20 feet from the corners to allow buses enough room to make turns and give other drivers a clear view of the crosswalks.

Indoor Dismissal

When poor weather or other hazardous conditions require us to have an indoor dismissal, the procedures will be as follows:

All students will be dismissed from their homerooms.

Parents will be allowed down the halls as soon as we have all students transitioned to their indoor dismissal locations (2:55 p.m. or shortly thereafter.) Please wait in the front foyer until all students are in place. We will make an announcement when it is time to pick up your children.

We will begin calling names for the carpool line once all students are in place. Mr. Mocek will be on duty in the carpool line. He will ask for your child’s name and the teacher’s name.

Please do not ask for an early dismissal during this process. We need to focus our attention on transitioning students and getting parents to the classrooms.



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Physical Education

All Tanglewood students participate in our physical education program. We have an outstanding P.E. teacher who works to provide a comprehensive, engaging, and differentiated program for students in grades KG-5. All students are expected to participate in P.E. Please communicate with your child’s teachers and the school nurse if your child is temporarily unable to participate in physical education due to a medical issue. A doctor’s note is required.

P.E. Shoes

It is essential that all students wear appropriate shoes on P.E. days. All students go to P.E. every other day. The safest shoes to wear every day are tennis shoes because students go to recess daily. Students must have on rubber-soled, closed-toe shoes that fit securely on P.E. days.



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Lunch

Students have thirty minutes to eat lunch in the cafeteria and thirty minutes to play outside at recess. Students may bring a lunch from home or purchase a meal in the cafeteria. For information on menus, pricing, pre-paid accounts, and free/reduced lunch applications, please visit the Child Nutrition Services webpage: <https://www.fwisd.org/Page/480>

If you are dropping off a meal for your child, please make sure you label it with their first and last name. Sharpies and post-it notes are provided at the security check-in counter in the main foyer. Once the lunch is labeled properly, please take it to the table just inside the cafeteria door. We are unable to accept Favor/Uber Eats, etc. deliveries for students.

Lunch and Recess Schedule:

Grade Level	Cafeteria	Recess
PK*	10:15-10:45	9:45-10:15
KG*	10:45-11:15	10:15-10:45
1 st Grade*	11:15-11:45	10:45-11:15
2 nd Grade*	11:30-12:00	11:00-11:30
3 rd Grade	11:00-11:30	11:30-12:00
4 th Grade	11:45-12:15	12:15-12:45
5 th Grade	11:45-12:15	12:15-12:45

*Denotes recess is *before* lunch

The Lunch Bunch:

Parents of 1st-5th grade students are welcome to eat lunch with their child beginning on Monday, September 14th, 2020. PK and KG students require additional time to settle into procedures and routines. Therefore, PK/KG lunch bunch does not open until Monday, October 5th, 2020.

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Seating at the three lunch bunch tables in the front foyer is first-come first-served. You may only eat lunch with your own child. If the lunch bunch tables are full, you may eat with your child at the tables on the patio by the sports court or on the front steps/benches. If you are going across the street to the park or taking your child off campus for lunch, you must sign them “out and back in” in the main office. Students must return to campus by the end of their scheduled lunch/recess period or it will count as an unexcused early dismissal.

Please limit lunch visits to special occasions only. We have limited space to accommodate visitors and lunch/recess time is for students to socialize with their friends.

Food Allergies:

Many of our Tanglewood students have allergies to food and other items/substances. While your child is free to bring any food item to school for lunch, we ask all parents to stay informed regarding other students in the class who may have life-threatening food allergies. If your child is in a classroom with a student who is at risk, you will receive a letter in the beginning of the year with the known allergens. I know those parents greatly appreciate limiting those allergens in your child’s in an effort to reduce the risk of lunch of cross-contamination during lunchtime.

In addition to lunch items, all Tanglewood classrooms are food-free zones with the exception of PK and KG. PK and KG require a snack break during the day to keep them going. The teachers work closely with the parents to ensure no known food allergens are brought into the classroom during snack time.

We have two designated party days during the year- a winter holiday party in December and a Valentine’s Day party in February. These are the only two days that food is allowed to be served in 1st-5th grade classrooms.

POPs- “Parents on Patrol”

Parent volunteers are needed on the playground for KG and 1st grade recess. All volunteers must complete a background check through FWISD.

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Available spaces will be listed on the PTA website and volunteers may secure they spot using a Sign-Up Genius link. For security purposes, we cannot a lot parents on the playground unless they have completed the background check AND have signed up for one of the volunteer spots. Please do not attempt to conference with the teachers on duty. All adults must be actively monitoring the students at play. No photographs are allowed as many students do not have a photo release on file.

Birthdays

Birthdays are special at Tanglewood! All birthdays are recognized on the morning announcements. Weekend birthdays will be announced on Fridays. Students with summer birthdays will be recognized on their half-birthday. Students are invited to come down to the main office and pick out a birthday pencil. If you would not like your child’s birthday recognized, please email dana.mckenzie@fwisd.org. In addition, PK and KG students may have a brief celebration in the classroom. Please contact your child’s kindergarten teacher for additional information.

Invitations for special events outside of school may only be passed out on campus IF all children in the classroom are invited (all boys if it’s a boys-only party or all girls if it’s a girls-only party.)



Balloons/Flowers/Deliveries

We are unable to accept any special deliveries for students. Please do not bring or drop-off any balloons, flowers, cookie bouquets, or other special items for students. If you are bringing your child lunch on their birthday or

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other special occasion, please do not bring presents or any of the above items. We are unable to accept any deliveries from Favor, Grub Hub, Uber Eats, etc. for students.

Student Conduct

Teachers set and maintain clear expectations for student behavior based on district policy. All students are expected to follow the FWISD Code of Student Conduct. Students are expected to honor the Tanglewood Tiger Pledge at all times. The majority of behavioral issues are handled by the classroom teachers and involve a verbal warning/redirection, cooling-off period, temporary loss of privileges, conduct mark, etc. Serious conduct violations require an official infraction to be recorded in FOCUS. These conduct violations are handled by an administrator. If a student receives an infraction, their conduct grade for that grading period will be lowered to a minimum of an N (Needs Improvement.) In order to ensure consistency across campus, the following system will be used to assign weekly conduct grades in FOCUS:

Excellent = 0 conduct marks

Satisfactory = 1-2 conduct marks

Needs Improvement= 3-4 conduct marks

Unsatisfactory = 5 or more conduct marks

Grades

All students in PK-5th grade will receive a report card at the end each grading period.

Elementary Guide to Grade Reporting may be found on our TW PTA website under school information.

Grading Periods for 2019-2020:

1st Six Weeks- August 17-September 25

2nd Six Weeks- September 28-November 6

3rd Six Weeks- November 9-December 18

4th Six Weeks- January 6-February 12

5th Six Weeks- February 16-April 9

6th Six Weeks- April 12-May 27

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FOCUS:

FOCUS is the FWISD student information system. Students and parents can access FOCUS to view grades and attendance. The data in FOCUS are in real-time. You may access FOCUS by going to my.classlink.com/fortworth. The formula for student logins is as follows:

Assuming a student ID number of 1234567 and a student name of Fiona Lappen...

Username/Email: s1234567@stu.fwisd.org

Password: FiLa4567 (first time logins only- students will be prompted to change their password up entry)

We recommend using the following formula for student passwords to help us support the students at school:

FiLa.171 (171 is our official school number)

For password reset assistance, please email doug.mocek@fwisd.org.

Parent Portal:

Parent Portal is a FOCUS account where parents may access grades and attendance. You will create an account using your email and password of your choice by clicking here: <https://www.fwisd.org/parentportal>

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Annual Awards

Awards assemblies for 3rd-5th grade students will be held during the last week of school. All students in grades 3-5 are eligible to earn the following awards:

- Excellent Citizenship** presented to students who have earned an E in conduct each six-weeks on their report card this school year
- Perfect Attendance** presented to students with zero absences all year
- Gold Honor Roll** presented to students with all 90’s or above in the five core subjects, all E’s and/or (1) S in other subjects (Art, Music, P.E., etc.) and Excellent or Satisfactory in Conduct.
- Silver Honor Roll** presented to students with all 80’s or above in the five core subjects, E’s and/or S’s in other subjects (Art, Music, P.E., etc.) and Excellent or Satisfactory in Conduct.
- Accelerated Reader Award** presented to students who have met their point goal all year
- UIL Scholar** presented to students who placed at the district competition
- Golden Sneaker** presented to two students who have shown outstanding sportsmanship, athleticism, and conduct in physical education
- Tanglewood Scholar** (5th Grade Only) presented to the student with the highest grade-point average of the school year. This award is presented at the 5th grade promotion ceremony.

FWISD Honor Roll Policy

Any practice regarding honor roll is at the discretion of the principal. Parents and students need to be made aware of these guidelines at the beginning of the school year. Administration advises that principals use caution when establishing honor roll guidelines. If an honor roll is established, it is advised that it have categories for which all learners have the opportunity to access:

- Attendance
- Effort
- Progress
- Behavior
- Academic Achievement

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Website/Social Media/Important Links

The best way to receive important information about Tanglewood news and events is to sign up for Tanglewood PTA E-Blast. Please visit the Tanglewood PTA website to register: <https://tanglewoodpta.org/>

School administration sends out updates and reminders to all parents via text and email. To sign up, please register for a Parent Portal account and enable text notifications. We also post to the FWISD App. Download the FWISD App and follow Tanglewood. **If you are not receiving our text messages, please text the word START to the number 60680.**

Another great forum for staying in touch, asking questions, sharing positive news, and receiving updates from the Tanglewood staff and PTA board is to become a member of the Tanglewood Elementary Parents Facebook Page: <https://www.facebook.com/groups/429046533901215/>

Please email dana.mckenzie@fwisd.org once you have requested to join the above group and identify yourself as a Tanglewood parent by stating your child’s name and grade level.

Important Dates to Remember-Please follow the Google calendar on the Tanglewood PTA website to stay up to date on important events. All dates are subject to change. A brief list of upcoming dates to remember are included in the weekly e-blast.

Blackboard/Parent Link Communication System- If there is a school or district emergency, you will receive a recorded message from our automated system. These automated messages are delivered to the telephone number you have listed in FOCUS/Parent Portal. In addition to emergency messages, we use this system to send emails and text message reminders to parents.

Student Cell Phone/Smart Watch Policy

Students may bring cell phones and smart watches to school so long as they are silenced and placed in the student’s backpack throughout the entire day. Students are not allowed to check their phones or smart watches

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between arrival and dismissal. Tanglewood cannot be held responsible for lost, damaged, or stolen cell phones/smart watches.

Scout Troops and Other Outside Clubs

The Clayton Youth after-school program uses the gymnasium and computer lab each day after school from 3:05-6:30 p.m. If you are the leader of a Daisy Troop, Brownie Troop, Girl Scout Troop, Boy Scout Troup, Gracefully Strong Group, etc., you may request permission to use one of our classrooms after school if your group serves TW students. Your request must be made directly to the homeroom teacher via email. If your request is approved, please email kristi.taylor@fwisd.org with the location and schedule of meeting dates and times.